

# Name of Meeting

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**GOAL(S) OF THIS MEETING:**

*Decision, discussion, direction, discovery? The meeting is adjourned as soon as the goal is achieved, or when time is up!*

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**BACKGROUND:**

Provide relevant links and/or context for the meeting!

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**AGENDA ITEMS:**

<b>The first thing:</b>	<i>Time allotted</i>	
<b>Second:</b>	<i>Time allotted</i>	
<b>Third:</b>	<i>Time allotted</i>	
<b>And so on:</b>	<i>Time allotted</i>	
<b>And so forth:</b>	<i>Time allotted</i>	

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**QUESTIONS TO ANSWER:**

- These can be filled out prior to the meeting (for framing), or can be added as questions come up that require follow-up.
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**ACTION ITEMS:**

1. Who will do what by when?
  - 2.
  - 3.
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**NOTES:**

- To be filled out by the facilitator during the meeting! Bullet points are nice here, we think.
- *Pro tip:* Send out the top 3 notes as a recap to anyone who didn't attend the meeting, but should be informed of any decisions or discussions had.