Meeting Agenda

Fill in the boxes, share it before the meeting, and keep it to one page.

Meeting		**Date**	
Time		**Place or link**	
Chair		**Note-taker**	

Purpose

By the end of this meeting, we will have: (one sentence)

Who needs to be there

Name	Role	Needed for

Agenda

#	Topic	Lead	Mins	Outcome wanted (decide, update, discuss)
1				
2				
3				
4				

Total time should match the meeting length. If it does not, cut a topic.

Decisions made

Actions

Action	Owner	Due

Parked for later, and next meeting

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