Meeting Agenda

[Meeting name, e.g. Weekly Operations Meeting]

Date [MM/DD/YYYY] **Time** [10:00–10:45 a.m. ET]

Location / link **Facilitator**

Note taker **Timekeeper**

Purpose

[One sentence: why are we meeting and what must we decide or produce by the end?]

Attendees

Agenda

#	Time	Topic	Owner	Outcome (inform / discuss / decide)
1	5 min	Welcome and review of last actions	[Facilitator]	Inform
2				
3				
4				
5				
6	5 min	Recap decisions and action items	[Note taker]	Confirm

Before the meeting

- [ ] Read: [document or link]
- [ ] Bring: [data, updates or questions]
- [ ]

PARKING LOT (TOPICS TO FOLLOW UP ON LATER)