

Meeting Agenda

Plan the meeting before it starts. Share the purpose, timed topics, owners, preparation, and decisions needed with attendees.

Meeting Title _____ Date _____

Start and End _____ Location or Link _____

Facilitator _____ Note Taker _____

Attendees _____ Guests _____

Purpose and Desired Outcomes

Timed Agenda

Time	Topic	Lead	Desired Outcome	Preparation

Decisions Needed

Action Items

Action	Owner	Due Date

Parking Lot

Topics to take up later, not decisions already made.

Next Meeting Date _____