

Meeting name

Attendees (optional)

Purpose(s):

(Select from Information Sharing, Decision Making, Brainstorm or Connection)

Pework or Prep Documents

(Let participants know how long you expect this to take - i.e. 8 min read)

Intended Outcome:

(What would a successful end to the meeting be?)

Agenda:

- Review Action Items from last meeting (if applicable)
- Agenda Item 1 - owner (allocated time - i.e. 10min)
- Agenda Item 2 (allocated time - i.e. 10min)

Result:

Notes:

Follow Up/Action items:

- Action item (Assign an owner)
- Action item (Assign an owner)
- Action item (Assign an owner)