# Meeting Agenda and Template

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| Instructions This template can be used for the agenda and the minutes. Delete these instructions before using the template.  As an Agenda, prior to the meeting:   * Change the document name to the title. * Change title to Agenda (remove Minutes). * Include   + Any document names/links sent for review/preparation,   + Location — physical and virtual details, and   + Open action items from the previous meeting and/or action items that have been updated since the previous meeting (unless a separate action item log is being maintained; if so, provide a link to the log) * Update the footer to with the meeting name and the date.   As Minutes, after the meeting:   * Replace Agenda with Minutes within the document and in the file name. * Change ‘Invitees’ to ‘Attendees’. * Add discussion notes under the goals/topics. * Highlight action items identified during the meeting.  Include next meeting details |

## <Insert Project Name and Meeting Type>

## Meeting Agenda/ Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | month dd, yyyy | **Time:** |  |
| **Location(s):** | <Include physical or conference info> | | |
| **Facilitator:** |  |  |  |

**Invitees**

|  |  |  |  |
| --- | --- | --- | --- |
| Attendee 1 | Attendee 5 | Attendee 9 | Attendee 13 |
| Attendee 2 | Attendee 6 | Attendee 10 | Attendee 14 |
| Attendee 3 | Attendee 7 | Attendee 11 | Attendee 15 |
| Attendee 4 | Attendee 8 | Attendee 12 | Attendee 16 |

| **Documents/Preparation** |
| --- |
|  |
|  |

| **Goals/Topics** | **Presenter** |
| --- | --- |
|  |  |
|  |  |
| Next Steps |  |

| **Action Items (★ means “New”, ✓ means “Closed”)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **No.** | | **Date Opened** | **Description** | **Assigned To** | **Target Date** |
|  | **★ ✓** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Next Meeting** | | | |
| **Meeting** | **Date** | **Time** | **Location** |
|  |  |  |  |