

Meeting Agenda

This is a general outline; feel free to add and adjust as needed for your meeting.

<i>Date</i>	YYYY-MM-DD
<i>Organizer</i>	
<i>Attendees</i>	
<i>Note Taker</i>	

Meeting Objective

[goal / outcome of the meeting]

Pre-Reading

[Link to google doc / sheet / presentation]

Agenda

Outline the primary topics, including an estimated time to dedicate to each.

<i># Mins</i>	<i>Topic</i>
	[Discussion Topic 1]
	[Discussion Topic 2]

Meeting Notes

Key Discussions

- xx

Decisions Made

- xx

Action Items

- XX