**Meeting Title**

Date

00:00 AM – 00:00 AM

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Time** | **Topic** | **Presenter(s)** |
| 1 | 00:00 | **Review previous minutes and past due tasks from the last meeting**   * Deadline: Task * Deadline: Task * Deadline: Task   Previous meeting minutes: [link to SharePoint, Dropbox or insert attachment] | [Insert Name(s)] |
| 2 | 00:00 | **Topic Title**   * Topic details * Questions for participants to consider   Related attachments: [link to SharePoint, Dropbox or insert attachment]  Topic purpose: For [Information, Discussion, Decision] | [Insert Name(s)] |
| 3 | 00:00 | **Topic Title**   * Topic details * Questions for participants to consider   Related attachments: [link to SharePoint, Dropbox or insert attachment]  Topic purpose: For [Information, Discussion, Decision] | [Insert Name(s)] |
| 4 | 00:00 | **Topic Title**   * Topic details * Questions for participants to consider   Related attachments: [link to SharePoint, Dropbox or insert attachment]  Topic purpose: For [Information, Discussion, Decision] | [Insert Name(s)] |
| 5 | 00:00 | **Recap Meeting Minutes**   * Key takeaways * Decisions made * Tasks assigned | [Insert Name(s)] |