



Meeting Agenda

Date:

Facilitator:

Time:

Place:

Key Participates:

Meeting Purpose:

Clearly state the key decisions that must be made or actions that must occur at the meeting.

Before the meeting:

Let all participates know if there are documents/materials to review prior to the meeting.

Agenda:

Guided framework that supports the meeting

Time (Start-End)	Topic	Presenter	Activity Code	Desired Outcomes

Activity Codes:
B = Brainstorming **C** = Conversation **D** = Decision **I** = Information **E** = Exercise **F** = Feedback desired **P** = Problem Solving

Follow-up Action Items

Who		
Does What	By When	How will we follow-up
Who		
Does What	By When	How will we follow-up
Who		
Does What	By When	How will we follow-up
Who		
Does What	By When	How will we follow-up
Who		
Does What	By When	How will we follow-up