Meeting Agenda

Define the outcome, sequence and owner of every topic.

MEETING / TEAM

DATE

START / END TIME

LOCATION / LINK

FACILITATOR

NOTE-TAKER

OBJECTIVE

ATTENDEES

PREPARATION / PRE-READING

TOPIC / QUESTION	OWNER	MINUTES	OUTCOME / DECISION WANTED

PARKING LOT / TOPICS FOR LATER

DECISIONS THAT MUST BE REACHED