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| **MEETING AGENDA****[Date], [start time]-[end time]****[Location]** |
| **Topic:** | **Attendees:** **Facilitator:** **Note taker:** **Time keeper:**  |
| **Meeting objectives:*** [objective 1]
* [objective 2]
 |
| **To prepare for this meeting, please:*** Read this agenda [optional: and reply to [name] with feedback by [date]]
* [other preparation task]
 |
| **Schedule** [XX minutes] |
| **Time** | **Minutes** | **Activity** |
| X:XX-X:XX | X | **Check-in and review how objectives of this meeting connect to our ongoing work** |
| X:XX-X:XX | X | **Review next steps from our previous meeting** |
| X:XX-X:XX | X | **Review plus/deltas from our previous meeting**

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| **Plus** | **Delta** |
| [pluses from previous meeting] | [deltas from previous meeting] |

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| X:XX-X:XX | X | **[Objective 1]** |
| X:XX-X:XX | X | **[Objective 2]** |
| X:XX-X:XX | X | **Review next steps from this meeting** |
| X:XX-X:XX | X | **Assess what worked well about this meeting and what we would like to change for next time**

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| **Plus** | **Delta** |
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