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