Text

Description automatically generated

**MEETING AGENDA**

Company name

n

|  |  |
| --- | --- |
| Type of meeting | [Description] |
| Meeting facilitator | [Name] |
| Invitees | [Names] |

|  |  |
| --- | --- |
| Date | [Text] |
| Time | [Text] |
| Location | [Text] |
| Meeting title | [Text] |

|  |
| --- |
| Goal 1 |
| Goal 2 |
| Goal 3 |

Meeting goals

|  |
| --- |
| Assignment A |
| Assignment B |
| Assignment C |

Pre work

|  |  |  |
| --- | --- | --- |
| TIME | DISCUSSION ITEM | FACILITATOR |
| 3:00 PM | Informational item |  |
| 3:05 PM | Action item 1 |  |
| 3:10 PM | Action item 2 |  |
| 3:15 PM | Discussion item 1 |  |
| 3:30 PM | Discussion item 2 |  |
| 3:40 PM | Review of next action item |  |
| 3:50 PM | Next meeting purpose and agenda item |  |

**Goal progress review:**

|  |  |  |  |
| --- | --- | --- | --- |
| Goal description | Goal mark | Current situation | Previous situation |
|  |  |  |  |
|  |  |  |  |

**Review of previous meeting action items:**

|  |  |  |
| --- | --- | --- |
| Action description | Action | Action date |
|  |  |  |
|  |  |  |

**New agenda items:**

|  |  |  |
| --- | --- | --- |
| Action description | Presentation | Project description |
|  |  |  |
|  |  |  |

**Notes:**

|  |
| --- |
| [Text] |

**Next meeting:**

|  |  |
| --- | --- |
| Date | [Text] |
| Time | [Text] |
| Location | [Text] |