Meeting Name

Agenda/Minutes

Metting Location/Zoom link.

DATE: xx/xx/xxxx; PM to 1 PM

Leader: Recorder:

Facilitator: Timekeeper:

PARTICIPANTS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGENDA ITEM/Time** | **DISCUSSION** | **ACTION** | **RESPONSIBLE** | **TIME FRAME** |
| Check-in- 1 min | * Check In – Brief Check in from each person. |  |  |  |
| Assign Roles- 1 min | Leader:  Recorder:  Timekeeper:  Facilitator: |  |  |  |
| Assign Times- 2 min | * Assign Times for each agenda item if not already done. |  |  |  |
| Agenda Item 1- X-min |  |  |  |  |
| Agenda Item 2 X-min |  |  |  |  |
| Agenda Item 3 X-min |  |  |  |  |
| Meeting Summary and Next meeting Agenda-X min | * Summarize Meeting discussion, next steps, clarify responsibilities. * Determine next meeting’s agenda. |  |  |  |
| Evaluate Meeting- X min | * On a scale from 1 to 10 where 1 is a bad meeting and 10 is a good meeting. (Focusing on meeting process.) |  |  |  |

SUBMITTED BY: