***Instructions:*** *Distribute the Agenda prior to the meeting with enough time for the reader to review and properly prepare for the discussion. Be sure to note assignment responsibilities and due dates. Review/update Action Items at each meeting. Send an updated version back to attendees no more than 2 business days after each meeting.*

**Meeting Date:**

|  |  |  |
| --- | --- | --- |
| **Decisions Needed** | | |
| **Options** | **Recommendation** | **Decision/Next Step(s)** |
| Topic   * Option 1 * Option 2 |  |  |
| Topic   * Option 1 * Option 2 |  |  |

|  |  |
| --- | --- |
| **#** | **Agenda Items: Discussion Points** |
| 1 |  |
| 2 |  |
| 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Items/Action Items/Next Steps** | | | |
| **Date Generated** | **Action** | **Responsible** | **Date Due** |
|  |  |  |  |
|  |  |  |  |