***Instructions:*** *Distribute the Agenda prior to the meeting with enough time for the reader to review and properly prepare for the discussion. Review/update Action Items at each meeting. Notes and updates to this document should be distributed back to attendees no more than 2 business days after each meeting. If a field is not required (i.e. time keeper), just delete that field.*

|  |
| --- |
| **(Title of Meeting: Project, Subject - Date)** |
| **Date:** |  | **Subject:** |  |
| **Start Time:** |  | **Leader:** |  |
| **End Time:** |  | **Note Taker:** |  |
| **Location:** |  | **Time Keeper:**  |  |
| **Attendees:**  |  | **Please bring:** |  |

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

TOTAL

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

|  |
| --- |
| **ACTION ITEMS (OPEN)** |
| **Number** | **Date Generated** | **Action** | **Person Responsible** | **Date Due** | **Status** |
| 2017-1 |  |  |  |  |  |
|  |  |  |  |  |  |