



Meeting Agenda Template

Meeting: _____ Date: _____ Start time: _____

Team members requested to attend (*check box if in attendance*):

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Time keeper: _____

Meeting purpose (*what do we want to achieve by the end of the meeting?*):

Agenda item	Time	Action item	Responsible party	Due date
Action item	20 minutes			
Action item	15 minutes			
Review tabled items	10 minutes			
Proposals for next meeting's agenda	10 minutes			
Evaluation of current meeting	5 minutes			
Adjournment				