<Project Name> Meeting Agenda

**Date & Time: <Day of the week>, <Long Date>; <Time>**

**Location: <Location of meeting (building, room) or online information if applicable>**

**Purpose of the Meeting: <Describe the purpose of the meeting>**

**Attendees**

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**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Topic | Leader | Start Time |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |

**Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Topic | Leader | Time |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |