

# (Agency Name)

###### (Project name)

## Date :

#### Time:

**Location:**

## Agenda

|  |
| --- |
| **Purpose:** |
| **Invited:** |
| Host: |
| **Facilitator:** |

Discussion

| **Number** | **Time** | **Topic** | **Objective (s)** | **Owner** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Minutes

|  |
| --- |
| **Attendees:** |

|  |  |
| --- | --- |
|  | |
| Topic |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Key Decisions** | | |
| Number | **Decision** | **Owner** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | | | |
| Number | **Item** | **Due Date** | **Owner** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Issues** | | |
| Number | **Issue Statement** | **Owner** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Next Meeting** | | |
| **Number** | **Topic** | **Responsible** |
|  |  |  |
|  |  |  |
|  |  |  |

## Next Meeting Scheduled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Start Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Finish Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_