**WEEKLY MEETING AGENDA FOR**

**[ORGANIZATION’S NAME]**

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| **MEETING DETAILS** |
| Date: Date Time: Time [x]  AM [ ]  PMLocation: Location Dial-in Number (if any): Dial in Number Meeting URL (if any): Meeting URLMeeting Lead: Meeting Facilitator Other Speakers: Other Speakers |
| **ATTENDANCE** |
| **Attendees:** Enter Attendees' Names**Absentees**: Enter Absentees' Names |
| **ITEMS & DISCUSSION** |
|  |
| **Est. min** | **1ST ITEM: Introduction & Roll Call**DISCUSSION: Discussion |
| **Est.****min** | **2ND ITEM: Updates / Announcements**DISCUSSION: Discussion |
| **Est.****min** | **3RD ITEM: Upcoming Priorities**DISCUSSION: Discussion |
| **Est.****min** | **4TH ITEM: Round-Robin for Questions / Concerns**DISCUSSION: Discussion |
| **Est.****min** | **5TH ITEM: Conclusion**DISCUSSION: Discussion |