

WEEKLY MEETING AGENDA FOR

MEETING DETAILS

Date: _____ Time: _____ AM PM

Location: _____ Dial-in Number: _____ Meeting URL: _____

Meeting Lead: _____ Other Speakers: _____

ATTENDANCE

Attendees: _____

Absentees: _____

ITEMS & DISCUSSION

___ **1ST ITEM: Introduction & Roll Call**

min

DISCUSSION: _____

___ **2ND ITEM: Updates / Announcements**

min

DISCUSSION: _____

___ **3RD ITEM: Upcoming Priorities**

min

DISCUSSION: _____

___ **4TH ITEM: Round-Robin for Questions / Concerns**

min

DISCUSSION: _____

___ **5TH ITEM: Conclusion**

min

DISCUSSION: _____

