Group meeting—Title

## Meeting information

**Meeting Date:** Month DD, 2024

**Meeting Time**: xx:xx – xx:xx am/pm

**Facilitator**: Name

**Attendees**: names

**Objectives**: • verb phrase  
• verb phrase

## Agenda

|  |  |  |
| --- | --- | --- |
| Time allocated | Item | Notes |
| xx min | Introduction | Chair: review last time; give overview of today’s meeting |
| xx min | Task | * Identify lead for this task * Include any brief instructions for participants * Record any required actions resulting from this agenda item |
| xx min | Task | * Identify lead for this task * Include any brief instructions for participants * Record any required actions resulting from this agenda item |
| xx min | Meeting adjournment | Chair: close meeting and review required actions, responsible person, and deadlines |

## Additional information

Please read related files and all assigned readings before the meeting.