**Summary:**

**Actionable Items:**

**Attendance:**

**Apologies:**

**Agenda:**

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| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
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Friday AM Meeting

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| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
| Meeting Open |  |  |
| Update of progress offsite |  |  |
| Task Delegation for the day |  |  |
| Meeting Close |  |  |
|  |  |  |
|  |  |  |

Friday PM Meeting

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| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
| Meeting Open |  |  |
| Updates/Progress today |  |  |
| Talk delegation offsite |  |  |
| Meeting Close |  |  |
|  |  |  |
|  |  |  |