**Facilitator:** <Name>

**Minute Taker:** <Name>

**Agenda:**

This weeks meeting will take place on <Day>, <Month xx, 2018> at <xx:xx am/pm>. The location of the meeting will be at <Location>. I, <Facilitator Name>, will be the Facilitator and <Minute Taker Name> will be the Minute Taker.

<Agenda should say what will our group be discussing this week.

A list of discussion items along with planned time to spend on each.>

**Discussion Items:**

* Agenda (5 minutes)
  + Discuss the agenda.
    - Add, delete, or reorder discussion items as needed.
* <Example Item> (xx minutes)
* <Example Item> (xx minutes)
* Group Concerns (5 minutes)
  + How is the group doing?
  + Are there any issues with completing assigned tasks?