Meeting Agenda |Week - Group-43

## Date & Time: / / | : |Location:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | Facilitator: | | Note taker: | | Timekeeper: | | Participants: (e.g. Student Id, Sign) |

# Agenda topics

## Time allotted | | Agenda topic

# During Meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topics | Discussion | Action Item | Deadline | Responsible |
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# After Meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To – Do |Q’s | Task Description | Action Item | Deadline | Responsible |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Final Thought(note):

Next Meeting Time: Location: