**Date:** *dd/mm/yyyy*

**Location:** *Location*

**Attendants:**

Person A,  
Person B,  
Person C.

Etc.

**Missing:**

*If applicable*

**Topic of meeting:**

*Topic.*

Agenda items:

* 1
* 2
* 3

**Moving forward:**

*What did we learn?*

*Where will we be moving/working towards this week?*

*What is our plan for the following week?*

**Tasks:**

**Next Week’s Meetings:**