Date: *xx/yy/zzz*

Location: *Location*

Attendants:

Person A,  
Person B,  
Person C.

Etc.

Missing:

*If applicable*

Topic of meeting:

*Topic.*

Agenda items:

* 1
* 2
* 3

Overview and moving forward:

*What did we learn?*

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

*What is our plan for the following week?*