Meeting Agenda

*This Agenda should be filled by everyone* ***by Tuesday 1pm***

Meeting Title: [Title of the Meeting]

Date: [Date of the Meeting]

Attendees: [List of Attendees]

Moderator : [Moderator’s Name]

Minute Taker: [Minute Taker’s Name]

### **Review of Previous Meeting Action List**

Lead: [Moderator’s Name]

| Actions | Lead | Deadline |
| --- | --- | --- |
| Action 1 |  |  |
| Action 2 |  |  |

### **Main discussion topics** Lead: [Moderator’s Name]

* Topic 1: [Brief description]
  + Subpoints or details
    - Lead: [Topic Lead’s Name]
* Topic 2: [Brief description]
  + Subpoints or details
    - Lead: [Topic Lead’s Name]
* Topic 3: [Brief description]
  + Subpoints or details
    - Lead: [Topic Lead’s Name]

### **Review project roles**

## **Notes**

[Additional notes or details that need to be recorded]

Prepared By: [Minute Taker’s Name][[1]](#footnote-0)

1. *Template created by Yessmine Chabchoub* [↑](#footnote-ref-0)