

Meeting Agenda Template

Xiao Liu

2018/9/19

Attendees

- Member 1
- Member 2

Outline

Follow up

☐ *Put any follow up from the previous meeting here.*

New developments

We discussed the following next steps.

☐ *Summarize the “summary paragraph” you sent out prior to the meeting in a few bullets to discuss.*

Next steps

- *This is a reminder to discuss next steps at the end of the meeting. Be sure to record specific action items discussed in the meeting in the **Notes** section below.*

Notes

This is a space for recording what was discussed in the meeting.
