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| **Date and Time** |  |
| **Project Name** |  |
| **Meeting Goal** | * Agree code of conduct * Agree group name * Choose project |
| **Facilitator** |  |
| **Note taker** |  |
| **Attendees** |  |
| **Roundtable Updates (each group member to contribute)** |  |
| **Discussion points** |  |
| **Actions (list tasks and assign a group member)** |  |