# Meeting Details

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| **Organiser** | Name |
| **Date** | Wednesday, 05 June 2023 |
| **Time** | 13:00 – 15:00 |
| **Location** | ... |
| **Participants** | ..., ..., ... |

# Agenda

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| 1. Welcome | * Opening remarks. * Approve the agenda. | Facilitator: Waiyaki |
| 1. Previous Minutes | * Recap Summary of previous meeting * Have goals of previous meeting been met including outstanding action items. * Rediscuss any incomplete decision points. | Kathi  00:00 – 00:05 |
| Stand-Up |  |  |
| 1. Item 1 |  | 00:00 – 00:00 |
| 1. Item 2 |  | 00:00 – 00:00 |
| Break |  |  |
| 1. Progress Updates | * Overview of work to be reviewed. * Review and discuss any needed adjustments. * Finalise and gauge overall team satisfaction and determine forward path.   Team members | 00:00 – 00:00 |
| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting | 00:00 – 00:00 |
| 1. Close Out | * Summarise the key decisions and actions from the meeting. * Note undiscussed items to be discussed either asynchronously or in next meeting. * Closing remarks. * Schedule next meeting or touchpoint. | 00:00 – 00:00 |

### Key

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| * Informational * Discussion topic * Action item * Other |

# Notes / additional information

* Pre-reading material and links
  + N/a
* Questions raised between meetings.
  + N/a
* Side notes
  + N/a
* Etc.
  + N/a