**MEETING AGENDA**

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| --- | --- | --- | --- |
| PROJECT NAME |  | | |
| MEETING OBJECTIVE |  | | |
| MEETING DATE |  | MEETING TIME |  |
| LOCATION |  | FACILITATED BY |  |
| NOTE TAKER |  | CALL IN NUMBER |  |
| PREVIOUS MEETING |  | MEETING FREQUENCY |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INVITEES** | | | |
| ORGANISATION # 1 | ORGANISATION # 2 | ORGANISATION # 3 | ORGANISATION # 4 |
| Name  Designation Contact Info | Name  Designation Contact Info | Name  Designation Contact Info | Name  Designation Contact Info |
| Name  Designation Contact Info | Name  Designation Contact Info | Name  Designation Contact Info | Name  Designation Contact Info |
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| **RELATED DOCUMENTS/ PRE-REQUISITES** |
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| **1. ACTION ITEMS FROM PREVIOUS MEETINGS** | | |
| * 1. Item # 1 | Responsible | Date |
| * 1. Item # 2 | Responsible | Date |
|  |  |  |

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| **2. AGENDA ITEMS** | |
| * 1. Item # 1 | Duration |
| 2.2 Item # 2 | Duration |
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| **3. NEW ACTION ITEMS** |
| 3.1 Item # 1 |
| 3.2 Item # 2 |
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