_____ meeting agenda

Date: _____ **Start and end time:** _____

Place: _____ **Chair:** _____

Notes by: _____

Agenda

Time	Topic	Who leads	Notes and decision
	Welcome and last meeting's action items	Chair	
	Action items and next meeting date	Notes taker	

Action items

What	Who	By when
	One name	

Next meeting

Date, time, place

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