

# MEETING AGENDA/MINUTES – [NAME OF PROJECT]

LOCATION	DATE:
MEETING TYPE	
FACILITATOR	
NOTE TAKER	
ATTENDEES	
MEETING PREP	{items to read, bring, etc.}; review minutes from previous meeting

- I. Individual progress report (assigned tasks, completed work, hours)
  - a. Group member #1
  - b. Group member #2
  - c. Group member #3
  - d. Group member #4
  
- II. {AGENDA ITEM 1} – Presenter, Allotted Time
  - a. Main discussion/conclusion points (add bullets as needed)
  
- III. {AGENDA ITEM 2} – Presenter, Allotted Time
  - a. Main discussion/conclusion points (add bullets as needed)
  
- IV. (add more Items as needed)

## ACTION ITEMS (identified during discussion):

Action Item:	Person Responsible:	Deadline:

## PROGRESS REPORT:

Name:	Task:	Hours: