Meeting Agenda & Minutes

[Project/Product Name]

# Agenda

Please review the following agenda before our meeting on *[Date, Time, Location]*.

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| --- | --- | --- |
| Project Name: | | |
| Date: | Time: | Location: |
| Facilitator: | Attendees: | |
| Background: [Provide any pertinent information, including a project setup or major issues/ideas from previous meetings] | | |
| Meeting Objectives [List the agenda items and objective for discussing each] | | |
| Attachments [If you have any documents to attach or links to visit, include them here] | | |
| Open Discussion Points [If opening up the floor for questions, follow up, or new business, list these here] | | |
| Opportunities [Discuss impacts to team members, customers, products that are positive and exciting] | | |
| Risks [List any risks to production or timelines for discussion] | | |
| Action Items/Assignments [List follow-up actions, who is assigned tasks, and deadlines] | | |

# Meeting Minutes

Please find the meeting minutes from our *[name of meeting]* on *[Date, Time, Location]*.

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| --- | --- | --- |
| Project Name: | | |
| Date: | Time: | Location: |
| Facilitator: | Attendees: | |
| Background: [Provide any pertinent information, including a project setup or major issues/ideas from previous meetings] | | |
| Meeting Objectives [List the agenda items that were actually covered in the meeting. List objectives that were not covered along with the timeframe for when they will be covered] | | |
| Open Discussion Points [List the discussion details from any questions, follow up, or new business] | | |
| Opportunities [Refine the opportunities based on the discussion points covered in the meeting] | | |
| Risks [Refine the risks to production or timelines] | | |
| Action Items/Plans [Confirm assigned tasks and deadlines] | | |
| Next Meeting [If you have another meeting scheduled, list the date, time, location details and agenda items here] | | |