

## Agenda Format for Regular Meetings

Date: MM/DD/YY Time: \_\_\_\_\_ Location: \_\_\_\_\_

Minute taker: name1 Time keeper: name2

<b>Topic</b>	<b>Who</b>	<b>Description</b>	<b>Time</b>
Call to Order review/amend agenda	Change Leader	Review agenda. Ask for additions/revisions. Set time estimates.	5 min
Review previous meeting minutes	Change Team	Ask for questions or edits to minutes from previous	5 min
Follow up on action items from previous week	Team members (leader facilitates discussion)	The person or people with assignments report on their activities. Document questions, decisions, and next steps as appropriate. Identify problems in getting work done (such as time constraints) and document those to take back to your Executive Sponsor.	5–15 min per item
Next actions Review next steps.	All	Assign responsibilities. Set deadlines. Confirm meeting time and date for next meeting.	5 min
Adjourn			