

Meeting Title	-			
Date & Time	-			
Quarterly, Monthly, Weekly	-			
Purpose of Meeting	-			
Meeting Leader Name	-			
Meeting Facilitator Name	-			
Names of Attendees	-			
Meeting Outcome	-			
Align to Strategy	1	2	3	4
Align to Values	<i>Creative</i>	<i>Passionate</i>	<i>Collaborative</i>	<i>Supportive</i>
<b>AGENDA</b>				
Review Meeting Info [5 mins]	<i>Introductions, recap, review, outcome + review meeting information, last meeting agenda / check for questions</i>			
Discussion Point A [4 mins]	...			
Discussion Point B [4 mins]	...			
Discussion Point C [4 mins]	...			
<b>NEXT STEPS</b>				
Actions + Conclude [8 mins]				
<b>Who</b>	<b>What</b>	<b>When</b>	<b>Why</b>	
...	..	...	...	
..	..	...	...	
..	..	..		
..	..	..	...	