

Company name(s):

Meeting location/link:

Date:

Time/time zone:

**Meeting Title:**

**ATTENDEES (include email/phone)**

Organizer:

Attendees:

Meeting facilitator:

Notetaker:

Notes from last meeting:

Please come prepared with:

Relevant documents/files:

## CREATIVE BRAINSTORM MEETING TEMPLATE

### MEETING AGENDA

Time	Agenda Item	Owner/Presenter	Deliverables	Next Steps
	Meditation			
	Establish rules/ vision/guidelines			
	Free brainstorm time			
	Narrow down the list			
	Next steps discussion			

Action Items:

Notes/summary: