

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:

MEETING AGENDA

| Agenda Item | Owner | Discussion/Notes | Due Date |
|-------------|-------|------------------|----------|
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| | | | |
| | | | |

MEETING MINUTES TEMPLATE

ACTION ITEMS

| Decisions Made | Next Steps Planned | Stakeholders |
|----------------|--------------------|--------------|
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Summary: