

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:

ZOOM MEETING AGENDA TEMPLATE

MEETING AGENDA

Time	Agenda Item	Owner/Presenter	Deliverables	Next Steps

Action Items:

Notes/summary:

Post-meeting follow up discussion [choose one or specify which one to use for what]:
On Slack | In this Google Doc | Via Email