Agenda and Meeting Summary Template

(use the last column to record the meeting summary)

Date:

Time:

Place:

Present:

Meeting Roles:

- Facilitator:
- Note Taker:
- Timekeeper:
- Snacks:
- Host/Buddy for absent members

Next meeting date, time, place:

Time	Agenda Item/decisions to be made	Activity/Discussion/ lead	Decisions; Follow-up (who, what)