Meeting Agenda

Timed items, a clear purpose for each, and actions with owners

LessonHQ
lessonhq.us

Meeting | Date | Time

Location / link | Chair | Note taker

Purpose of this meeting

One sentence: what should be decided or achieved by the end?

Attendees

Absent

Papers to read beforehand

AGENDA

Purpose: D = decision needed, Disc = discussion, I = information only (consider sending information items by email instead).

#	Item	Lead	Purpose	Time	Mins
1	Welcome and attendance	Chair	I		2
2	Minutes and action items from last meeting	Chair	I		5
3			D		
4			Disc		
5					
6					
7	Any other business	All	I		5
8	Agree actions and date of next meeting	Chair	D		3

ACTIONS AGREED

Action	Owner	Due date

Date of next meeting

Agenda items to carry forward