MEETING AGENDA/MINUTES – [NAME OF PROJECT]

MEETING TYPE FACILITATOR NOTE TAKER ATTENDEES MEETING PREP {items to read, bring, etc.}; review minutes from previous meeting I. Individual progress report (assigned tasks, completed work, hours) a. Group member #1 b. Group member #2 c. Group member #3 d. Group member #4 II. {AGENDA ITEM 1} — Presenter, Allotted Time a. Main discussion/conclusion points (add bullets as needed) III. {AGENDA ITEM 2} — Presenter, Allotted Time a. Main discussion/conclusion points (add bullets as needed)		
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IV. (add more Items as needed)		
ACTION ITEMS (identified during discussion):		
Action Item: Person Responsible: Deadline:	tion Item:	Person Responsible: Deadline:
PROGRESS REPORT:		
Name: Task: Hours:	ame:	ask: Hours: