

## MEETING AGENDA

PROJECT NAME			
MEETING OBJECTIVE			
MEETING DATE		MEETING TIME	
LOCATION		FACILITATED BY	
NOTE TAKER		CALL IN NUMBER	
PREVIOUS MEETING		MEETING FREQUENCY	

INVITEES			
ORGANISATION # 1	ORGANISATION # 2	ORGANISATION # 3	ORGANISATION # 4
Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info
Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info	Name Designation Contact Info

RELATED DOCUMENTS/ PRE-REQUISITES

1. ACTION ITEMS FROM PREVIOUS MEETINGS		
1.1 Item # 1	Responsible	Date
1.2 Item # 2	Responsible	Date
1.3		

2. AGENDA ITEMS	
2.1 Item # 1	Duration
2.2 Item # 2	Duration

3. NEW ACTION ITEMS
3.1 Item # 1
3.2 Item # 2