Meeting Agenda

Meeting Title
(Topic to be Addressed)

Date: Start Time:
Location: End Time:
Facilitator: Scribe/Data Coordinator:

Attendees: *Only those essential to the success of the expected outcome.*

Purpose: *Meeting type & goal (Types: Information collection/sharing, Training, Project Coordination, Problem Solving, Decision Making, Planning/Strategy, Motivation, Training, etc.)*
Objective(s): *Expected outcome(s).*

Topic	Leader	Time
1. *Include open action items from previous meetings.*		
2. *Use verbs, actions, expected results that are realistic and measurable..*		
3.		
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IdeaLog™ Processing	5-10 min.
Minutes Dissemination/Sign-off	5-10 min.
Meeting Evaluation	5 min.

Preparation Required: *Research, reading, reports etc.*

Bring To Meeting: *Items participants should have for a successful meeting.*