***Date: \_\_\_\_\_\_\_\_\_\_\_***

***Time:\_\_\_\_\_\_\_\_\_\_\_***

[Meeting Title]

***Meeting Called By:*** [Your name]

|  |  |
| --- | --- |
| ***Attendees:*** |  |
| ***Please Read:*** |  |
| ***Please Bring:*** |  |

***Meeting Objectives:***

|  |
| --- |
| ***Description 1*** |
| ***Description 2*** |
| ***Description 3*** |

***Next Meetings :,***

***AGENDA***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Time required*** | ***Item*** | ***Type of action*** | ***Decision*** |
| ***9:00*** | **Welcome/Introductions** | **info sharing** | ***no*** |
| ***9:15*** | **Action plan updates** | **discussion** | ***yes*** |
| ***10:15*** | **Selection of Coaches** | **discussion** | ***yes*** |

**Noon complete meeting evaluation &**

**Adjourn**

<https://www.freetemplatedownloads.net/>