**Meeting Agenda**

**<PROJECT/CLIENT NAME>**

**Your Company Name**

**Street Address**

**City, State, Postcode**

**Date: February 21, 2010**

**Time: 12:00 PM to 1:30 PM**

**Location: <Location>**

**Chair: <Name>**

**attendees: list who is attending the meeting**

**Meeting Objectives**

State in one or two sentences the overall purpose and objective of the meeting.

**Action Items From Previous Meeting**

The first thing to cover in a meeting is the action items from the previous meeting. What happened? Were they actioned? Why? Why not? What needs to be done?

1. First Action Item from last meeting
2. Second Action Item from last meeting
3. Third Action Item from last meeting
4. Fourth Action Item from last meeting
5. Fifth Action Item from last meeting

**New Action Items**

The next thing to do is outline all of the new action items.

1. First New Action Item
2. Second New Action Item
3. Third New Action Item
4. Fourth New Action Item
5. Fifth New Action Item

**Accountability**

Before the meeting adjourns all new action items assigned during this meeting are reviewed. The review is to ensure that all action items are clearly defined, assigned to someone, and agreed upon by the meeting attendees. Be sure to include due dates for action items as some are expected to be completed prior to the next meeting; whereas, others may have a shorter or longer due date.

# ACTIONS WHO WHEN NOTES

|  |  |  |  |
| --- | --- | --- | --- |
| Actions agreed | Mary Fuller | 12/08/12 | Needs client folder |
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**Next Meeting:**

DATE: TIME: ATTENDEES: