

<Date> - <Time> - <Location>

**Meeting Goal:**

**Attendees:**

| Name                       | Present | Absent | Name | Present | Absent |
|----------------------------|---------|--------|------|---------|--------|
|                            |         |        |      |         |        |
|                            |         |        |      |         |        |
|                            |         |        |      |         |        |
|                            |         |        |      |         |        |
|                            |         |        |      |         |        |
| <b>Guests:</b>             |         |        |      |         |        |
| <b>Facilitator/Leader:</b> |         |        |      |         |        |
| <b>Scribe:</b>             |         |        |      |         |        |
| <b>Process Checker:</b>    |         |        |      |         |        |
| <b>Time Keeper:</b>        |         |        |      |         |        |

**Agenda Items:**

| Topics                               | Time (m) | Presenter | Meeting Notes |
|--------------------------------------|----------|-----------|---------------|
|                                      |          |           |               |
|                                      |          |           |               |
|                                      |          |           |               |
|                                      |          |           |               |
|                                      |          |           |               |
| <b>Topics for Next Agenda</b>        |          |           |               |
| <b>Evaluation and Feedback (+/Δ)</b> |          |           |               |

**Action Items:**

| Action Item | Date Assigned | Date Due | Assigned To | Notes |
|-------------|---------------|----------|-------------|-------|
|             |               |          |             |       |
|             |               |          |             |       |
|             |               |          |             |       |
|             |               |          |             |       |

**Meeting Parking Lot (Topics for Next Agenda):**

| Topics | Follow-up Notes |
|--------|-----------------|
|        |                 |
|        |                 |
|        |                 |
|        |                 |