Agenda

Meeting title

Date	MM/DD/YYYY
Time	from … to …, … minutes in total
Place or link	room, address or meeting link
Chair	name
Invited	names, separated by commas

Goal of the meeting

By the end of this meeting we have decided: what should be settled at the end

Agenda

No.	Item	Raised by	Minutes	Outcome: info / discussion / decision
1				
2				
3				
4				
5				
6				

Total … **minutes**

Preparation

Who reads or brings what beforehand

- who prepares what
- who prepares what
- who prepares what