



Agenda

Date:

Time:

Location:

Attendees:

Updates since last meeting:

Accomplishments / shoutouts since last meeting:

Purpose of meeting:

Goals for this meeting:

1.

2.

3.

Action Items:

1.

Lead:

2.

Lead:

3.

Lead:

4.

Lead:

5.

Lead:

Next steps:

1.

Lead:

2.

Lead:

3.

Lead:

4.

Lead:

5.

Lead:

What We Accomplished: