



Agenda

Date:

Time:

Location:

Attendees:

What have we accomplished since the last meeting?

What are the updates since the last meeting?

What have been some challenges since the last meeting?

What are the goals for this meeting?

What decision(s) do we need to make today?

What problem(s) do we need to solve today?

What did we accomplish during this meeting?

What do we need to continue during our next meeting?

What are the next steps after the meeting?