

Meeting agenda

Organisation: _____

Committee or team: _____

Date: _____

Time — from / to: _____

Location or link: _____

Purpose of the meeting in one line:

Invitees

[illegible]

Items

Every item declares its type: for information, for discussion, or for decision. An item whose type is unknown consumes twice its time.

[illegible]

Pre-reading

Document	Relates to item	Who reads it

Follow-up from the previous meeting

Previous action item	Owner	Status