**Meeting Template**

*In order to respect the time of all staff, we will strive to hold productive and efficient meetings. This template is suggested for any meeting expected to exceed 15 minutes.*

Facilitator: [Name Here]

*The facilitator will be responsible for creating the agenda, keeping the group on-track, recording action items, and sending out the follow-up e-mail.*

Objectives:

*What decisions need to be made and what specifically will be accomplished during the meeting?*



Agenda:

1. Meeting begins [X:00 pm] (please be a few minutes early)
2. Opening reflection, breathing, or check-in [X:00-X:03]
3. Objectives and agenda overview [X:03-X:05]
4. Item 1 [X:05-X:20]
5. Item 2 [X:20-X:35]
6. Item 3 [X:35-X:50]
7. Objective and action item review [X:50-X:55]

Action Items:

* Person A
  + Item Name, description [due by X/X]
* Person B
  + Item Name, description [due by X/X]
  + Item Name, description [due by X/X]

Notes/Summary of Decisions:



*Follow-up email with notes and action items should be sent by facilitator within one business day.*