BASIC PROJECT MEETING AGENDA TEMPLATE

DATE	MEETING LOCATION
MM/DD/YY	Auditorium C

MEETING TITLE / PROJECT NAME

Project Valley View

FACILITATOR

Lori Garcia

AGENDA

TOPIC	DEPARTMENT / LEADER	DISCUSSION POINTS
1. Purpose of Meeting and Objectives	Project Team A	Discussion Notes
2. Assign Minute Taker and Timekeeper; Define Roles	Project Team A	Discussion on Roles
3. Review Prior Action Item List	Project Team A	
4. Action Item 1	Project Team B	Review Item Terms
5. Action Item 2	Project Team B	Review Item Description
6. Action Item 3	Project Team B	Review Item Participants
7. Action Item 4	Project Team B	Review Item Details
8. Review of New Action Items		
9. Proposal for Next Meeting Agenda		
10. Evaluation of Current Meeting		
11. Adjournment		

NEXT MEETING

DATE	LOCATION
MM/DD/YY	Auditorium C