Date: <date>, <start time> - <end time>

Location or call-in info:

Meeting purpose: <short summary>

Specific objectives to be accomplished

1.
2.

Participants

|  |  |  |
| --- | --- | --- |
| Name | Meeting Role | Contact Info |
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Outline of meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Time | Topic | Who facilitates? | How long? | Purpose 2 |
| 1 | 9:00 | Greetings, review agenda and update open action items |  | 10 m | Update |
| 2 | 9:10 | Review risk landscape |  | 5 m | Discuss |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 7 | 9:55 | End* Review and log new decisions
* Review and log new action items (clear action description, owner and due date)
* Agree on next steps, meeting time & location
 |  | 5 m | Decide |

Attachments:

1.
2.

1. Agenda items in blue are standing topics for recurring meetings.

2. Typical purposes:

*Inform*: inform attendees of something. No input or decision needed.

*Decide*: make a decision on the topic.

*Discuss*: get input or discussion, but don’t make a decision

*Update*: get status or updates