Meeting Agenda

Meeting date and time:

**Invited personnel**: (e.g., entire team; specific team members, etc.) John Smith, Jane Doe...

**Platform** (slack, voice calls, discord):

**Agenda Items**:

1. Lorem
2. Ipsum
3. Other
Meeting Summary:

Meeting date and time:

Personnel: (who attended meeting) John Smith, Jane Doe...

Platform (slack, voice calls, discord):

Summary:

Summary of results per agenda item.

Action Items (who is going to work on what, what is the deadline):

1. Update project website: John Smith – deadline 10/12
2. Collate list of requirements: Jane Doe – deadline 10/16
3. Create use case diagram, v1: James Buck and Jenny Brown – deadline 10/20