

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