**Meeting Agenda Template**

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| --- | --- |
| **Time**  | **Agenda Item** |
| 1 minute | **Choose Roles**   |
| 1 minute | **Review Norms**   |
| variable | **Review** |
| variable | **Today’s Content** |
| 5-10 minutes | **Meeting Summary**   |

**Today’s Notes:**

**Action Items: What Who**