DESIRE LINE

MEETING AGENDA

[Project] meeting agenda

CLIENT [Client]
WHEN [Date] · [Time and timezone]
MEETING [Location or meeting link] · Facilitator: [Name]

Purpose: [State the outcome or decision this meeting should produce.]

Agenda

Topic and intended result	Lead	Minutes
[Topic and intended outcome]	[Lead]	[Time]
[Topic and intended outcome]	[Lead]	[Time]
Confirm decisions and next steps	[Lead]	[Time]

Preparation

- [Material to review and any input to bring.]

Next steps

[How decisions and actions will be captured and distributed.]