

Meeting Agenda

Meeting		Date	
Time		Location	
Facilitator		Note-taker	

OBJECTIVES

AGENDA

#	TOPIC	OWNER	TIME
1			
2			
3			
4			
5			
6			
7			
8			

ACTION ITEMS

☐ _____	☐ _____
☐ _____	☐ _____

Agenda

Attendees _____

TOPICS TO COVER

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NOTES & NEXT STEPS

Daily Standup

PERSON	YESTERDAY	TODAY	BLOCKERS

PARKING LOT — DISCUSS AFTER STANDUP

