



[Meeting Title]

[Month Day, Year]
[Time]

Example Meeting Link: Join the meeting via Microsoft Teams

Meeting ID: Passcode:

Call: +1 Conference ID: #

Visit the meeting webpage for meeting materials and additional information.

This meeting may be recorded for internal use only to assure the accuracy of meeting notes. To turn on closed captioning, click on the three ellipses (More actions), then click on “Turn on live captions” (preview). To request accommodations, please contact [Name] at [email].

Purpose: [A short description of your meeting’s goals, primary discussion topics, decisional items, and anticipated accomplishments.]

Agenda

I. [Item 1] (0:00 – 0:00)

Lead: [Name(s) of facilitator(s) or presenter(s)]

[A short description of the agenda topic, context, and any expected input from participants.]

Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).

Materials: [Provide title(s) of supporting materials. Upload materials to meeting webpage.]

II. [Item 2] (0:00 – 0:00)

Lead: [Name(s) of facilitator(s) or presenter(s)]

[A short description of the agenda topic, context, and any expected input from participants.]

Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).

Materials: [Provide title(s) of supporting materials. Upload materials to meeting webpage.]

III. [Item 3] (0:00 – 0:00)

Lead: [Name(s) of facilitator(s) or presenter(s)]

[A short description of the agenda topic, context, and any expected input from participants.]

Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).

Materials: [Provide title(s) of supporting materials. Upload materials to meeting webpage.]

IV. **Wrap-Up (0:00 – 0:00)**

Lead: [Name(s) of facilitator(s) or presenter(s)]

V. Adjourn

(0:00)

Next Meeting: [Month Day, Year, time]