# <Meeting Topic>

## <PRoject>:<Project Subteam>

**When**: <dd mmm yyyy> <start> - <end>

**Where**: <physical location>  
<Zoom information>

**Invitees**: <from Outlook invite>

**Logistics**: as necessary  
PARKING:   
NOTES:   
CONTACT:

**Objective**: The purpose of this meeting is …

**Prework**:

**Discussion  
Documents**:

### Agenda

|  |  |  |
| --- | --- | --- |
| Start | Topic | Facilitators |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Minutes

|  |  |
| --- | --- |
| **Topic** | **Minutes** |
| <Topic> | 1. <text>  1.1. <subtext> [D] Decision [A] Action Item [R] Risk [I] Issue  1.2. <subtext> |

### Decisions, Actions, Issues, Risks [DAIR]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Item | Type | ECD | Notes/Conclusion |
| AIyyyymmdd.## | <description> | AI | yyyymmdd |  |