Meeting Agenda

Chapter Name:

Date: Time: Location/Platform:

Attendees:

Welcome & Overview

Facilitator:

Objectives for this meeting:

Recap of Previous Meeting (Summary of key points)

Action Items from Last Meeting

Accomplished:

Pending:

Item:	Item:
Assigned to:	Assigned to:
Deadline:	Deadline:
Method/Process:	Method/Process:

Growth Planning for This Month

Strategy/Objective:

Steps to accomplish:

Committee Updates Items

Committee	Update/Status	Challenges/Next Steps
Committee 1:		
Committee 2:		
Committee 3:		

Items of Importance/Discussion

Topic:	Topic:	Topic:
Action to be taken:	Action to be taken:	Action to be taken:
Responsible:	Responsible:	Responsible:
Timeline/Deadline:	Timeline/Deadline:	Timeline/Deadline:

Mastermind Session

Topic:

Expert/Lead:

Key takeaways/Insights:

Next Steps & Closing

Assignments reviewed:

Next meeting date/time: