

# WRIKE MEETING AGENDA TEMPLATE

## MEETING LOGISTICS

<b>MEETING SUBJECT</b>	<i>Insert the subject and reason for your meeting</i>
<b>MAIN ORGANIZER(S)</b>	<i>Insert the name, role, and contact details of your organizer</i>
<b>DATE</b>	<i>Insert the date of your meeting</i>
<b>TIME &amp; TIME ZONE</b>	<i>Insert the time and time zone of your meeting</i>
<b>LOCATION</b>	<i>Insert the location of the meeting</i>
<b>CHAIRPERSON</b>	<i>Insert the name and contact details of the meeting's chair</i>
<b>FACILITATOR(S)</b>	<i>Insert the name and contact details of the facilitators</i>
<b>ATTENDEES</b>	<i>Insert the name and contact details of attendees</i>
<b>TIMEKEEPER(S)</b>	<i>Insert the name and contact details of the timekeepers</i>
<b>MINUTEKEEPER(S)</b>	<i>Insert the name and contact details of the minute/notekeepers</i>
<b>ADDITIONAL NOTES</b>	<i>Insert additional information</i>

## MEETING PRE-WORK

<b>TASK(S)</b>	<i>Insert tasks for attendees to complete as pre-work</i>
<b>DOCUMENT(S)</b>	<i>Insert links to documents for pre-work</i>

## MEETING PROPER

<b>1: CALL TO ORDER</b>	Responsible:
	Objective:
	Time estimation:
<b>2: ROLL CALL</b>	Responsible:
	Objective:
	Time estimation:

<b>3: WELCOME</b>	Responsible:
	Objective:
	Time estimation:
<b>4: MINUTES APPROVAL</b>	Responsible:
	Objective:
	Time estimation:
<b>5: WARM-UP</b>	Responsible:
	Objective:
	Time estimation:
<b>6: GOAL DEFINITION</b>	Responsible:
	Objective:
	Time estimation:
<b>7: ANNOUNCEMENTS</b>	Responsible:
	Objective:
	Time estimation:
<b>8: OPEN ISSUES</b>	Responsible:
	Objective:
	Time estimation:
<b>9: BREAK</b>	Refreshment information:
	Time estimation:
<b>10: NEW BUSINESS</b>	Responsible:
	Objective:

	Time estimation:
<b>11: ROUNDTABLE</b>	Responsible:
	Objective:
	Time estimation:
<b>12: ACTION ITEMS</b>	Responsible:
	Objective:
	Time estimation:
<b>13: QUESTION TIME</b>	Responsible:
	Objective:
	Time estimation:
<b>14: AOB</b>	Responsible:
	Objective:
	Time estimation:

**ADDITIONAL NOTES**

*Insert additional notes*