AGENDA

Date: Time:  
Facilitator (ensures that all who would like to contribute are heard, offers summaries of key points, makes sure every agenda item is addressed, ensures that discussion results in decision or action):

Minutes recorded by:  
Timekeeper:  
Attendees:

Working Thesis/ research question:  

Gathering time and check in: (5-10 minutes)

Agenda Item: Time required:  

Agenda Item: Time required:  

Agenda Item: Time required:  

Agenda Item: Time required:  

Agenda Item: Time required:  

Closing: Confirm action items and persons responsible; establish place and time of next meeting; establish facilitator, note taker, and timekeeper for next meeting.