

# Meeting Prep Notes

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**Time:**

**Place:**

**Confirmed within 24 prior hours?**

**Duration:**

**Team Members Attending:**

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**Topic of the meeting:**

**Agenda:**

- Item #1
- Item #2
- Item #3
- Item #4

**Context for the meeting (why and how did we get here):**

**Links to the person or people attending the meeting (what's in it for them):**

**Possible goals for meeting (what are we trying to achieve):**

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**Notes from the meeting:**

**Actionable Steps:**

**Next Meeting Date (if any):**