20xx-xx-xx Meeting Agenda and Notes (template)

Date
12 Dec 2017 11:00 AM EST at https://cornell.zoom.us/j/703126880

Topic: Samvera Documentation WG
Time: this is a recurring meeting Meet anytime

Join from PC, Mac, Linux, iOS or Android: https://cornell.zoom.us/j/703126880

Or iPhone one-tap (US Toll): +14086380968,703126880# or +16465588656,703126880#

Or Telephone:
Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)
Meeting ID: 703 126 880
International numbers available: https://cornell.zoom.us/zoomconference?m=kETmSkQJwRw5MtUhdEDgGzCI7yPcJrhY

Or an H.323/SIP room system:
H.323:
   162.255.37.11 (US West)
   162.255.36.11 (US East)
   221.122.88.195 (China)
   115.114.131.7 (India)
   213.19.144.110 (EMEA)
   202.177.207.158 (Australia)
   209.211.110 (Hong Kong)
Meeting ID: 703 126 880

SIP: 703126880@zoomcrc.com

Or Skype for Business (Lync):
https://cornell.zoom.us/skype/703126880

Facilitator: To be decided
Notetaker: To be decided

Attendees (please log in)

Agenda / Notes:
1. Roll call (please log in above)
2. Update on work done in work session
3. Groom backlog:
   a. Update the project board, if needed.
   b. Add tickets to board, if needed.
   c. Prioritize project board.
4. Other agenda:
   a. (add your items here)
5. Pick facilitator / notetaker for next time
   a. Notetaker is responsible to copy template agenda into a new agenda for next meeting and add any followup items immediately.

Notes:
1. Discussion on work session
2. Discussion re: project board items
3. Other discussion
4. Facilitator & Notetaker for next meeting
   a. Facilitator:
   b. Notetaker:

Action items