

Task Force Agenda Template

Attendees

- D, J ★, K, M, R, P (considering using @ notation to indicate Confluence user. That way, readers can click to a profile.)
- (★) Indicates who will be taking minutes

Call Details

Call-in details: Date, Time, Dial-In Number, Participant code

Agenda

	Item	Time	Facilitator
1	Updates	10 min	D, All
2	Item description	10 min	K, All
3	Item description	15 min	J, All
4	Item description	15 min	All
5	Additional business	10 min	All

Minutes

1. Updates
2. Item
3. Item
4. Item
5. Additional business

Action Items from this meeting

- List action items here, person assigned, due date