

Meeting Agenda

One decision · fifteen minutes · copy freely · this sheet goes in the binder after

Date / time / place:

Host:

Called by · how it was noticed (text, posting, call):

1 · THE DECISION WE'RE HERE TO MAKE (one line):

2 · REPORT-BACKS — three minutes each, three at most:

3 · DECIDED — what · who owns it · by when:

4 · NEXT — host · date · place (set before anyone leaves):

Parked for the next fire:
