**NorWest Community Services**

**Agenda Template**

|  |  |
| --- | --- |
| **Meeting title:** |  |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |
| **Chairperson:** |  |
| **Minute taker:** |  |
| **Participants:**  **(Name and Title)** |  |
| **Pre-reading:** |  |

**AGENDA DETAILS**

**Start of meeting overview**

|  |  |
| --- | --- |
| **Meeting purpose**: |  |

**Body of meeting**

**Agenda item 1**

|  |  |
| --- | --- |
| **Description:** |  |
| **Lead:** |  |
| **Time:** |  |
| **Remarks:** |  |
|  |
|  |

**Agenda item 2**

|  |  |
| --- | --- |
| **Description:** |  |
| **Lead:** |  |
| **Time:** |  |
| **Remarks:** |  |
|  |
|  |

**Agenda item 3**

|  |  |
| --- | --- |
| **Description:** |  |
| **Lead:** |  |
| **Time:** |  |
| **Remarks:** |  |
|  |
|  |

**End of meeting review**

|  |  |
| --- | --- |
| **Actions/ outcomes** |  |
|  |
|  |
| **Chairperson:** |  |
| **Next steps** |  |
| **Time ended:** |  |

**A circle with hands holding a group of people

Description automatically generated**[Icon by Vectors Tank](https://www.freepik.com/icons/community-service)