**Meeting Name:**

**Date / Time: Location:**

**Facilitator(s): Note-taker:**

**Meeting Context**:

**Preparation Requests:**

**Overall Meeting Results:**

**Annotated Agenda**

|  |  |  |
| --- | --- | --- |
| **Time** | **Result and Process** | **Listen For** |
|  | **Welcome**  |  |
|  | **Check-in*****Result:*** *Group is ready to work.** Effective question
 |  |
|  | **Topic/Conversation:** ***Result:**** Context
* Effective question
 |  |
|  | **Topic/Conversation:** ***Result:**** Context
* Effective question
 |  |
|  | **Topic/Conversation:** ***Result:**** Context
* Effective question
 |  |
|  | **Check-out*****Result:*** *Group is clear on next actions and conversations.** Context
* Effective question
* Action commitments

*.* |  |
|  | **Adjourn**  |  |

**Action Commitments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Commitment** | **Assigned to** | **Target Date** |  **Date****Completed** |
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**Composition Analysis**

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| --- | --- | --- | --- |
| **Name** | **System + Role** | **Demographics: Identity, MBTI** | **Contribution** |
| **Resources** | **Relationships** |
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