

**Follow up from last time**

NOTE: this looks just like the last section for a reason.

**WHO** agreed to do

**WHAT** and by

**WHEN**


**Status Items to Review:**

NOTE: Find the right list of items and they won't change very much. Status is updated at each meeting.

ITEM	STATUS

**Agenda for this session**

NOTE: Fill in before hand and distribute if people need time to prep. OR fill it in from all participants as the first item in the meeting. Then stick to it.


## AGENDA FOR REGULAR MEETING

NOTE: You'll be surprised how many decisions are made that people don't realize are made. Writing it down forces you to formalize the process, ensure that the new decision takes effect, and change them when they need tweaking. If you don't write it down in the meeting people are allowed to act like it didn't happen.

Name of Decision:			
Date		Who can change it	
Details:			

Name of Decision:			
Date		Who can change it	
Details:			

Name of Decision:			
Date		Who can change it	
Details:			

Name of Decision:			
Date		Who can change it	
Details:			

### Commitments for Future

NOTE: This becomes the follow up for next time.

**WHO** agreed to do

**WHAT** and by

**WHEN**
