

# Meeting Agenda

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Meeting agendas should clearly define the decisions that need to be made and the discussion around these decisions should be early in the agenda.

DATE	TIME	LOCATION	PREPARED BY

**For each agenda topic:**

- Define the decision that needs to be made
- Assess where this decision is on the risk continuum
- Identify the **D** for each agenda topic, and 3 key **Advice Givers**
- Plan for communication to the **Informed Stakeholders** after decisions are made

TIME (minutes)	AGENDA TOPIC	PARTICIPANTS	D	A	DECISION / ACTION

NOTES:

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