

# Organizational Committee Meeting Schedule

## Meeting Details

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Facilitator \_\_\_\_\_

## Attendees

Name	Role/Position	Present
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No

## Agenda

Time	Topic	Lead	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Action Items

Action Item	Responsible	Deadline	Status
_____	_____	_____	Pending / Done
_____	_____	_____	Pending / Done
_____	_____	_____	Pending / Done

## Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_