|  |  |
| --- | --- |
| ***Meeting Title:*** ***IDA MEETING TEMPLATE*** | ***Location:***  |
| ***Objective:***  |
| ***Pre-Work Required:***  |
| **Agenda Topic** | **Desired Outcome** | **Led by** | **Time**  | ***Issues*** | ***Decisions*** | ***Actions:*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Ground Rules: Arrive 5 Minutes Early, Participate, TTO (Turn Technology Off)