

Figure 1.7: Meeting Agenda

Meeting Date:		
Before-Meeting Actions:  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>		
Our Norms:		
Action:	Products:	Next Steps:
Action:	Products:	Next Steps:
Action:	Products:	Next Steps:
Action:	Products:	Next Steps:

Next Meeting Date:  
Location and Time:  
What to Do Before the Next Meeting: