

Meeting Agenda and Minutes

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Sections Included:

- PART A — AGENDA
 - 1. Attendees (required vs. optional)
 - 2. Agenda Item structure: time, pre-read, decision point, desired outcome
 - 3. Agenda Items (repeat per item)
 - 4. Any Other Business (time-boxed)
- PART B — MINUTES
 - 5. Decisions Made (with rationale)
 - 6. Action Items (owner + deliverable + deadline)
 - 7. Parking Lot
 - 8. Next Meeting scheduling