**Rolling Agenda Template**Using a single, ongoing (or “rolling”) document for meeting notes and action items helps teams stay organized, collaborative, and accountable—and prevents important information from being lost in inboxes and busy schedules. Here’s a simple template to help you get started.

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| --- | --- |
| Meeting Date | Goals & Agenda Items |
|  |  |
|  |  |
|  |  |

**Meeting Notes Section**

|  |  |  |
| --- | --- | --- |
| Agenda Items | Notes | Questions/Parking Lot |
|  |  |  |

**Meeting Notes Section**

|  |  |  |
| --- | --- | --- |
| Who | Will Do What | By When |
|  |  |  |