

# 20xx-xx-xx Meeting Agenda and Notes (template)

## Date

12 Dec 2017 11:00 AM EST at <https://cornell.zoom.us/j/703126880>

Topic: Samvera Documentation WG  
Time: this is a recurring meeting Meet anytime

Join from PC, Mac, Linux, iOS or Android: <https://cornell.zoom.us/j/703126880>

Or iPhone one-tap (US Toll): +14086380968,703126880# or +16465588656,703126880#

Or Telephone:

Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)

Meeting ID: 703 126 880

International numbers available: <https://cornell.zoom.us/join?j=703126880>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India)

213.19.144.110 (EMEA)

202.177.207.158 (Australia)

209.9.211.110 (Hong Kong)

Meeting ID: 703 126 880

SIP: [703126880@zoomcrc.com](mailto:703126880@zoomcrc.com)

Or Skype for Business (Lync):

<https://cornell.zoom.us/skype/703126880>

Facilitator: To be decided

Notetaker: To be decided

## Attendees (please log in)

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## Agenda / Notes:

1. Roll call (please log in above)
2. Update on work done in work session
3. Groom backlog:
  - a. Update the [project board](#), if needed.
  - b. Add tickets to board, if needed.
  - c. Prioritize project board.
4. Other agenda:
  - a. (add your items here)
5. Pick facilitator / notetaker for next time
  - a. Notetaker is responsible to copy [template agenda](#) into a new agenda for next meeting and add any followup items immediately.

Notes:

1. Discussion on work session
2. Discussion re: project board items
3. Other discussion
4. Facilitator & Notetaker for next meeting
  - a. Facilitator:
  - b. Notetaker:

## Action items