**< Name of Organization Meeting Is With (if required)> & TRCA re: <Meeting/Project Name>**

**Date**

**Time**

**Location (remove if not applicable)**

**Teams/WebEx/Zoom Details Dial-In & Access Code (remove if not applicable)**

|  |
| --- |
| **Attendees:** |
| **< Name of Organization Meeting Is With (if required)>**First Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, Title |
| **Toronto and Region Conservation Authority**First Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, TitleFirst Name Last Name, Title |

**MEETING AGENDA**

|  |
| --- |
|  |
| 1. Introductions(5 mins)
2. Item (xx mins)(Name(s))
3. Item (xx mins)(Name(s))
4. Item (xx mins)(Name(s))
5. Item (xx mins)(Name(s))
6. Item (xx mins)(Name(s))
7. Item (xx mins)(Name(s))
8. Next Steps (5 mins)(Name(s))
 |
|  |

\* Please note that this is a suggested template and can be modified to fit your content.