

**HRBP Meeting Agenda**

***Instructions***

1. *Create a copy of this document to fill out during each new meeting.*
2. *Complete the fields highlighted in yellow with information relevant to the meeting.*

**[Meeting name]**

**Team:** [Name]

**Date:** [Date]

**Type:** [Online, in person, or hybrid]

**Project:** [Name]

**Time:** [Start time] – [End time]

**Meeting organizer:** [Name]

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| --- | --- | --- |
| **ATTENDEES** | | **ABSENT** |
| [Name] | [Name] | [Name] |
| [Name] | [Name] | [Name] |
| [Name] | [Name] | [Name] |
| [Name] | [Name] | [Name] |
| [Name] | [Name] | [Name] |
| [Name] | [Name] | [Name] |
| [Name] | [Name] | [Name] |

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| --- | --- | --- |
| **TOPICS** | **NOTES OR COMMENTS** | **TIME ALLOCATED** |
| [Topic 1] | [Note or comment] | [Time in minutes] |
| [Topic 2] | [Note or comment] | [Time in minutes] |
| [Topic 3] | [Note or comment] | [Time in minutes] |
| [Topic 4] | [Note or comment] | [Time in minutes] |
| [Topic 5] | [Note or comment] | [Time in minutes] |
| [Topic 6] | [Note or comment] | [Time in minutes] |
| [Topic 7] | [Note or comment] | [Time in minutes] |

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| **DECISIONS REQUIRED** |
| [Decision required] |
| [Decision required] |
| [Decision required] |
| [Decision required] |

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| --- | --- | --- |
| **RISKS IDENTIFIED** | **MITIGATING ACTIONS** | **OWNER** |
| [Risk] | [Action] | [Name] |
| [Risk] | [Action] | [Name] |
| [Risk] | [Action] | [Name] |
| [Risk] | [Action] | [Name] |

|  |  |  |
| --- | --- | --- |
| **KEY TAKEAWAYS** | **NEXT STEPS** | **OWNER** |
| [Key takeaway] | [Next steps] | [Name] |
| [Key takeaway] | [Next steps] | [Name] |
| [Key takeaway] | [Next steps] | [Name] |
| [Key takeaway] | [Next steps] | [Name] |