**AGENDA**

**Meeting name "◌◌◌◌◌"**

**· Purpose of the meeting**

**· Date and time of opening: Year / Month Day ( ) ◌◌:◌◌ to ◌◌:◌◌**

**· Venue:**

**· Attendees:**

**· Facilitator:**

**· Secretary:**

**· Handouts:**

**<Agenda> (When there are multiple agendas, time allocation is described)**

**(1) Current status report**

**(2) Extract problem**

**(3) Extraction of tasks**

**(4) Study of solution**

**(5) Other**