# Meeting Charter Template

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| **Section** | **Details / Placeholders** |
| **Meeting Name** | [Enter meeting name, e.g., Hiring Committee Sync] |
| **Purpose** | [Enter concise purpose statement] |
| **Scope** | [Define in‑scope and out‑of‑scope topics] |
| **Meeting Frequency** | [Specify cadence, e.g., Weekly, 45 min] |
| **Format** | [In‑person / Online / Hybrid] |
| **Participants** | [List required attendees] |
| **Roles & Responsibilities** | Facilitator: \_\_\_ Note‑taker: \_\_\_ Decision‑maker(s): \_\_\_ |
| **Ground Rules** | [Rule 1] [Rule 2] [Rule 3] |
| **Decision‑Making Process** | [Describe how decisions are approved] |
| **Action Item Tracking** | [Where actions are logged and updated] |
| **Review Cycle** | [How often this charter is revisited] |