


Meeting Date:	Monthly MNICS Task Force Meeting Agenda Topic Briefing Form			
Presenter:		Time Requested:		
Task Force Sponsor:		Topic Type:	<input type="checkbox"/>	Information Sharing / Discussion
Topic (Title):			<input type="checkbox"/>	Problem Solving
Pework:			<input type="checkbox"/>	Decision
Background:				
Known or Potential Issues:				
Desired Outcome:				
Alternatives:				
Additional Considerations:				
Decision:				
Follow-up Tasks:				
Assigned To:		Due Date:		

*This form is set up to have the cells filled in by typing in each block area. It will automatically expand to accommodate the write-up. It is best to keep this to one page to meet the intent of a Topic Briefing.
Revised February 2022*