# Team Meeting

Date | time | Location [Location]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Meeting called by | [Meeting called by] |
| Type of meeting | [Type of meeting] |
| Facilitator | [Facilitator] |
| Note taker | [Note taker] |
| Timekeeper | [Timekeeper] |

 | Attendees [Attendees]Please read [Please read]Please bring [Please bring] |

## Agenda Items

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|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time allotted |

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| --- | --- | --- | --- |
| ☐ | [Topic] | [Presenter] | [Time] |
| ☐ | [Topic] | [Presenter] | [Time] |
| ☐ | [Topic] | [Presenter] | [Time] |
| ☐ | [Topic] | [Presenter] | [Time] |
| ☐ | [Topic] | [Presenter] | [Time] |
| ☐ | [Topic] | [Presenter] | [Time] |
| ☐ | [Topic] | [Presenter] | [Time] |

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## Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]