# 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

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

## Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]