

## TEAM WORK MEETING AGENDA

*The chairperson fills out this form before a meeting to organise tasks to be discussed.*

### Meeting details

<b>Chairperson:</b>	<b>Minutes:</b>	<b>Date &amp; Time:</b>	<b>Location:</b>
	<b>Item</b> <i>What will be discussed at the next meeting?</i>	<b>Notes</b> <i>What details are important for attendees?</i>	
1			
2			
3			
4			
5			
6			
7			

## TEAM WORK MEETING MINUTES

*Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.*

<b>Attendees:</b>		<b>Absent:</b>		<b>Date &amp; Time:</b>		<b>Location:</b>	
<b>Minutes:</b> <i>Who is filling out this form?</i>				<b>Chairperson:</b> <i>Who is organising the meeting?</i>			
Item	What has to be done by the next meeting?	Action What action is required to get it done?	Who Who is responsible?	Duration How long will it take to complete?			
1							
2							
3							
4							
5							
<b>Next Meeting:</b>							
<b>Chairperson:</b>		<b>Minutes:</b>		<b>Date &amp; Time:</b>		<b>Location:</b>	

