

Team Meeting

[Click to select a date]

[Time]

[Location]

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read:

Please bring:

Minutes

Agenda item:

Presenter:

Discussion:

[Click here to enter text]

Conclusions:

[Click here to enter text]

Action items

Person responsible

Deadline

✓

✓

✓

Agenda item:

Presenter:

Discussion:

[Click here to enter text]

Conclusions:

[Click here to enter text]

Action items

Person responsible

Deadline

✓

✓

✓

Agenda item:

Presenter:

Discussion:

[Click here to enter text]

Conclusions:

[Click here to enter text]

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓

Agenda item:

Presenter:

Discussion:

[Click here to enter text]

Conclusions:

[Click here to enter text]

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓

Agenda item:

Presenter:

Discussion:

[Click here to enter text]

Conclusions:

[Click here to enter text]

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓

Other Information

Observers:

[Click here to enter text]

Resources:

[Click here to enter text]

Special notes:

[Click here to enter text]