

TEAM MEETING

[Time]
[Location]

Meeting called by: _____ Type of meeting: _____
Facilitator: _____ Note taker: _____
Timekeeper: _____
Attendees: _____
Please read: _____
Please bring: _____

AGENDA ITEMS

Topic	Presenter	Time allotted
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		

OTHER INFORMATION

Observers: _____
Resources: _____
Special notes: _____