Team Meeting

Date | time [Date | time]| Location [Location]

|  |  |
| --- | --- |
| Meeting called by [Meeting called by]Type of meeting [Type of meeting]Facilitator [Facilitator]Note taker [Note taker] | Attendees [Attendees]Please read [Please read]Please bring [Please bring] |

## Purpose

|  |
| --- |
| *[Purpose]* |

## Agenda

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

Special notes [Special notes]