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[Sample Meeting Agenda Template]

Pyramid Model Team Meeting

Date:

Place:

Meeting Roles

Host:

Facilitator:

Time-Keeper:

Refreshments:

Note-taker:

Buddy for absent members:

Meeting Objectives:

- 1.
- 2.
- 3.
- 4.

Next Meetings dates and places:

Agenda:

| Time | Item | Type of Action | Decision Required? |
|-------|---|----------------|--------------------|
| 9:00 | Welcome/Introductions | info sharing | no |
| 9:15 | Action plan updates | discussion | yes |
| 10:15 | Selection of Coaches | discussion | yes |
| 11:15 | Continued planning of train the trainer event | discussion | yes |
| Noon | complete meeting evaluation & adjourn | | |