

# TEAM MEETING

[Click to select date]

[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: \_\_\_\_\_