

TEAM MEETING

[Date]

[Time]

[Location]

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read:

Please bring:

AGENDA ITEMS

Topic

Presenter

Time allotted

- ✓ Call to order
- ✓ Roll call
- ✓ Approval of minutes from previous meeting
- ✓ Old Business
- ✓
- ✓
- ✓ New Business
- ✓
- ✓
- ✓
- ✓ Adjournment

OTHER INFORMATION

Observers:

Resources:

Special notes: