|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Meeting |

|  |
| --- |
| [Click to select a date] |
| [Time] |
| [Location] |

 |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: |  | Type of meeting: |  |
| Facilitator: |  | Note taker: |  |
| Timekeeper: |  |  |  |

|  |  |
| --- | --- |
| Attendees: |  |
| Please read: |  |
| Please bring: |  |

## Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: |  | Presenter: |  |

#### Discussion:

[Click here to enter text]

#### Conclusions:

[Click here to enter text]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: |  | Presenter: |  |

#### Discussion:

[Click here to enter text]

#### Conclusions:

[Click here to enter text]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item:  |  | Presenter:  |  |

#### Discussion:

[Click here to enter text]

#### Conclusions:

[Click here to enter text]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: |  | Presenter: |  |

#### Discussion:

[Click here to enter text]

#### Conclusions:

[Click here to enter text]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: |  | Presenter: |  |

#### Discussion:

[Click here to enter text]

#### Conclusions:

[Click here to enter text]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |

## Other Information

#### Observers:

[Click here to enter text]

#### Resources:

[Click here to enter text]

#### Special notes:

[Click here to enter text]