# Team Meeting agenda Template

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

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

## Agenda Items

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **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

Observers [Observers]

Resources [Resources]

Special notes [Special notes]