#  Team Meeting agenda Template

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

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

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|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time allotted** |

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|  |  |  |
| --- | --- | --- |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |

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## Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]