C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Minutes for [team name]**

***Delete the instructions in black italics and replace them with your team’s information. Add new information after each meeting. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.***

|  |
| --- |
| **Team Members’ Names** |
| *Name* |
| *Name* |
| *Name* |
| *Name* |
| *Name* |
| *Name* |

**Meeting 0 – Do not edit, but use this to refer on what to do for each meeting**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Record members present (if absent, include reasons and whether teammates were notified in advance).* |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. | *Team members report on what has been accomplished. Record notes of those reports here.* |
| 4. Summarize work completed during meeting | *Summarize discussion and work accomplished.* |
| 5. Review action items to be completed after meeting | 1. *What do we see as the next steps?* 2. *Who should take responsibility for them?* 3. *And what should the timeframe be?* |
| 6. Schedule next meeting | *Note time, place, and purpose.* |
| 7. Recording secretary | *The email used on the form will denote the recording secretary. The secretary will also need to post this to teams.* |
|  |  |

**Meeting 1**

|  |  |
| --- | --- |
| **Meeting Date:** | **Start Time: End Time:**  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 2**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 3**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 4**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 5**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 6**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 7**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 8**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 9**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 10**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 11**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 12**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 13**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 14**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 15**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |