

## Team Meeting Report

**Team:** \_\_\_\_\_

**Meeting date:** \_\_\_\_\_

***Start time:*** \_\_\_\_\_

***End time:*** \_\_\_\_\_

**Team members in attendance:**

**Topics discussed/worked on:**

**The next scheduled meeting is at:**

***Date:*** \_\_\_\_\_

***Time:*** \_\_\_\_\_

**The information in these minutes is accurate, to the best of my knowledge:**

[each team member attending this meeting is expected to either sign or type their name]

[It will be considered a **serious breach of ethics** if a team meeting form is "signed" by a member who did not attend or who does not agree that the information in that report is accurate, to the best of their knowledge.]