Sample Meeting Policy

- Introduction

- Team Members and contact information

- How to call a meeting

- Meeting Venue

- Meeting Time

- Meeting Frequency

- Roles & Responsibilities during meetings (leader, facilitator, secretary, participants, etc.)

- Expected procedure (say, when a member is absent)

- Expectations

Please be aware that this template is designed to offer a broad overview and serve as a source of inspiration. You are encouraged to customize and expand upon it as needed to suit your project.