[Insert Team Name] Team Meeting Minutes

**Date: Location**: **Meeting Called By:** [Usually the DTL’s name goes here]

Meeting Bottom Line: [What was the most important point in the meeting]

# Attendees:

* Student Name [These can be filled in and used as checkboxes for attendance]
* Student Name
* Student Name
* Student Name
* Student Name
* Student Name
* Student Name
* Student Name

# Minutes:

Status –

New Business –

Identified Issues –

Review a Deliverable as a Team–

Action Items (Deliverables) –

Retrospective (Once a month at least) –