**Meeting Template**

TIAGo Meeting:

Team,

Let’s meet to have a touch point of the activities we agreed to last meeting.

Agenda:

* 10:00 a.m.
* 10:30 a.m.
* 11:00 a.m.

Regards,

Jonathan A.

**MoM Template**

Team,

Thank you for assisting to the meeting.

**Attendance.**

**Minutes of Meeting.**

**Progress Update.**