***Subject:*** e.g. team meeting 1, client meeting 5…etc.

***Project Name:*** name of team’s project

***Facilitator:*** who facilitated the meeting

***Prepared by:*** who prepared the meeting meetings

***Mode:*** e.g.face to face, teleconference, online chat…etc.

***Date:*** Tuesday 23rd July

***Time:*** 12.00pm – 1.00pm

***Attendees:*** List team members names

***Absent:*** List team members names

*[****Agenda item –*** *the topic to be discussed during the meeting*

***Description/comments*** *– brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item*

***Decision/Action:*** *decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required*

***Who*** *– team member responsible for action or outcome(s) associated with decision made regarding agenda item*

***Items for escalation*** *– any issues that needs to be raised with the team manager, tutor or client]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? |  |  |  |  |
| 2 | What is in progress? |  |  |  |  |
| 3 | What is working well? |  |  |  |  |
| 4 | What needs improvement? |  |  |  |  |
| 5 | Reminders |  |  |  |  |
| 6 | What needs to be completed before the next meeting? |  |  |  |  |
| … | ….. |  |  |  |  |