

Team Meeting

Date
Time
Location

Meeting called by:	Enter meeting organizer here	Type of meeting:	Enter meeting type here
Facilitator:	Enter meeting facilitator here	Note taker:	Enter note taker here
Timekeeper:	Enter meeting timekeeper here		
Attendees:	Enter attendees here		
Please read:	Enter reading list here		
Please bring:	Enter items to bring here		

Minutes

Agenda item:	Enter agenda item here	Presenter:	Enter presenter here
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Discussion:

Action items	Person responsible	Deadline
✓ Enter action 1 here	Enter person responsible 1 here	Enter deadline 1 here
✓ Enter action 2 here	Enter person responsible 2 here	Enter deadline 2 here
✓ Enter action 3 here	Enter person responsible 3 here	Enter deadline 3 here

Conclusions:

Enter conclusion 1 here.
Enter conclusion 2 here.
Enter conclusion 3 here.

Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.