RECORD OF MEETING

**TEAM NAME & NO.:**  **DATE:**

**PRESENT:**

**ABSENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGENDA ITEMS** | **COMMENTS** | **DECISIONS/**  **ACTIONS** | **WHO WILL DO IT?** | **DUE DATE**  **(WHEN IS THE ITEM DUE)** |
| 1. What is working well? |  |  |  |  |
| 1. What needs improvement? |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 7. Any other business? |  |  |  |  |

**Name of recorder:**

**Name of observer:**