# Team Meeting

Date | time [Date | time]| Location [Location]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | [Meeting called by] | | Type of meeting | [Type of meeting] | | Facilitator | [Facilitator] | | Note taker | [Note taker] | | Timekeeper | [Timekeeper] | | Attendees [Attendees]  Please read [Please read]  Absentee |

## Agenda Items

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |

## Action taken

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Presenter | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |  | [Topic] | [Presenter] | [Time] | |

## Other Information

Next meeting [Next meeting]

Special notes [Special notes]