|  |  |
| --- | --- |
| Team name | Date of past meeting |
| 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 | Prepared by: |  |

|  |  |
| --- | --- |
| Attendees: | Person, person, person (mark **late** arrival if significant) |
| Please read: | Enter reading list here |
| Please bring: | Enter items to bring here |

## Minutes

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Agenda item:Presenter:Discussion To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. Conclusions Enter conclusions here.   | Action items | Person responsible | Deadline | | --- | --- | --- | | * Enter action items here | Enter person responsible here | Enter deadline here | | * Enter action items here | Enter person responsible here | Enter deadline here |   Time elapsed: |
| Agenda item:Presenter:Discussion To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. Conclusions Enter conclusions here.   | Action items | Person responsible | Deadline | | --- | --- | --- | | * Enter action items here | Enter person responsible here | Enter deadline here | | * Enter action items here | Enter person responsible here | Enter deadline here |   Time elapsed: |
| Add more cells as needed for more agenda items |

## Other information

### Observers:

Enter observers here.

### Resources:

Enter resources here.

### Special notes:

Enter any special notes here.