Team Meeting Report / Minutes

1. Date, Time (Start, End), Place / Meeting Method (e.g. Zoom, phone, etc)
2. Attendance (list all members, note present / absent, late, part time there, etc) Use for your team metrics if you wish
   1. Note who provided these notes (possibly rotate the role)
3. Key Topics Planned / Discussed
4. Most Important Actions / Next Steps (and who will do by when etc.)