|  |  |
| --- | --- |
| Team #1 Meeting | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: | Enter meeting organizer here | Type of meeting: | Enter meeting type here |
| Facilitator: | If applicable | Note taker: | Enter note taker here |

|  |  |
| --- | --- |
| Attendees: | Enter attendees here |
| Please bring: | If applicable |

# Agenda

**Planned Topics:**

1. **tbd**
2. **tbd**
3. **tbd**

# Minutes

**Capture notes about discussion here.**

# Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Action Item Description** | **Person Responsible** | **Due Date** | **Completed** |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

# Other

**Any other optional supplemental information goes here.**

**Beth's Notes:**

* I recommend using unique action item numbers (i.e. do not reuse them, then you will be able to create a summary of all action items, and whether they are complete.
* Action items that are outstanding from meeting to meeting should remain in the action item list. When they are complete note the actual date.
* You should prepare an agenda prior to each meeting, even if there is only one topic of discussion.
* Your minutes should reflect the agenda. If an agenda item was skipped during the actual meeting, note it and the reason why.