Team Meeting Minutes

| **Team ID: 3** | | **Date:** |  | |
| --- | --- | --- | --- | --- |
| **Team Members (Name)** | | **Role** | |
| 1. Gail Manlapaz | | Facilitator | |
| 1. Michael Nguyen | | Participant | |
| 1. Jaime Park | | Recorder | |
| 1. Nathan Van | | Participant | |
|  | |  | |
|  | |  | |
| **Agenda for this meeting, List of agenda items** | | **Outcomes** | |
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|  | |  | |
| ….etc. | |  | |
| **Problems encountered** | | **Resolution** | |
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|  |  | | |
|  |  | | |
| ….etc. | |  | |
|  | |  | |
| **Plans for next meeting: Activity** | | **Responsibility** | |
|  | |  | |
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|  | |  | |
|  | |  | |
| ….etc. | |  | |

**Field Notes (Required if meeting is with customer)**