Meeting Minutes

Your team may meet multiple times throughout the week. All the meeting dates (add or remove dates as needed from the list) and activities discussed throughout the week are captured in the table provided. The minutes should include discussions about the project revisions provided by the client.

Team Number: Click or tap here to enter text. Team Name: Click or tap here to enter text.

Team Member Names: Click or tap here to enter text.

Meeting 1 Date: Click or tap to enter a date. Meeting 2 Date: Click or tap to enter a date.

Meeting 3 Date: Click or tap to enter a date. Meeting 4 Date: Click or tap to enter a date.

## Team Meetings and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Agenda For Next Meeting

Use the structure provided to create your agenda for next week. The number of items and order of topics can be to suit your team's meeting.

1. Review previous meeting minutes
2. Item 1
   * Talking points for topic 2
3. item 2
   * Talking points for topic 2
4. item 3
   * Talking points for topic 2
5. item 4
   * Talking points for topic 2
6. Next Steps (action items)
7. Review New action items
8. Schedule the next meeting