# Meeting Minutes

Insert date, time, and location of meeting here

Present: Insert first and last names of everyone attending

## Agenda Items

1. Add items to your agenda as desired.
2. Establish Team Member Roles and Responsibilities
3. List Your Team Member Expectations
4. Make a Conflict Resolution Plan
5. Arrange the Division of Labor for Your Proposal
6. Schedule Your Timeline for the Rest of the Term
7. Create Your Online Workspace by Completing Try-It #14
8. Submit Your Try-Its for the Week

## Teamwork Charter

Team Member Roles and Responsibilities

Team MemberRoles and Responsibilities

## Team Member Expectations

List one expectation per row, adding rows as needed. Use principles you agree on from your Code of Ethics Discussion. An example expectation is Attending all team meetings.

## Conflict Resolution Plan

List one plan per row, adding as rows as needed. An example expectation is Informing Traci if someone is missing three days or more.

## Division of Labor for the Proposal Project

Team Member Part(s) of the Proposal (More than one person can work on a part)

## Timeline for the Rest of the Term

Date(s)Time Task(s)