

**TEAM TASK MEETING AGENDA**

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| **TEAM MEETING AGENDA**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company Name)**  Meeting to be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Where)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Time)  Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Minute-Taker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Apologies: 2. Confirmation of agenda (x minutes)(Chair) 3. Confirmation of minutes of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) (x minutes)(Chair) 4. Business arising from minutes of \_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) (x minutes)(Chair) 5. Items   (1)  (2)  (3)  (4)  (5)  (6)   1. Any other business (x minutes)(Chair) 2. Forward agenda items (x minutes)(Chair) 3. Next meeting (Chair) |