**TEAM MEETING**

[Name of Meeting]

**Meeting Details**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

**Requested Attendees**

 [ ]  [Name]

 [x]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Minutes** | **Topic / Discussion** | **Facilitator** |
| 3:00 PM | 10 | Informational Items |  |
| 3:10 PM | 5 | Action Item 1 |  |
| 3:15 PM | 5 | Action Item 2 |  |
| 3:20 PM | 15 | Discussion Item 1 |  |
| 3:35 PM | 10 | Discussion Item 2 |  |
| 3:45 PM | 5 | Next Steps |  |
| 3:50 PM | 5 | Review of New Action Items/Needed Resources |  |
| 3:55 PM | 5 | Next Meeting Purpose and Agenda Items |  |
| 4:00 PM | 60 min | End of Meeting |  |

# Action Items/Next Steps

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |
| [Task Name] | [Name] | [Date] | [ ]  In progress [ ]  Complete |

**Adjournment: Next meeting date**: [Date]