**STAFF MEETING AGENDA**

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| **DAY AND DATE** | **LOCATION** |
| Thursday November 11 | Conference Room 1A |

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| **MEETING TITLE** | November Team Meeting | START TIME: 10:30 AM |
| **FACILITATOR** | Jeff P. | END TIME: 12:30 PM |
| **TEAM NAME** | Project Team A | |

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| **TEAM MEMBERS REQUESTED TO ATTEND** | | |
| Matthew B. | Sarah C. | Kelsey C. |
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| **AGENDA** | | | |
| **CONTENT** | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Purpose of Meeting and Objectives |  | 10:30 AM | 0:05 |
| 2. Assign Minute Taker and Timekeeper; Define Roles |  | 10:35 AM | 0:05 |
| a. Minute Taker: **[Name]** |  |  |  |
| b. Timekeeper: **[Name]** |  |  |  |
| 3. Review Prior Action Item List |  | 10:40 AM | 0:20 |
| 4. Agenda Items |  | 11:00 AM | 1:00 |
| a. Action Item |  |  |  |
| i. Item Terms |  |  |  |
| ii. Item Description |  |  |  |
| iii. Item Participants |  |  |  |
| b. Action Item |  |  |  |
| i. Item Terms |  |  |  |
| ii. Item Description |  |  |  |
| iii. Item Participants |  |  |  |
| c. Action Item |  |  |  |
| i. Item Terms |  |  |  |
| ii. Item Description |  |  |  |
| iii. Item Participants |  |  |  |
| 5. Review of New Action Items' Terms and Descriptions |  | 12:00 PM | 0:10 |
| 6. Proposals for Next Meeting Agenda |  | 12:10 PM | 0:10 |
| 7. Evaluation of Current Meeting |  | 12:20 PM | 0:10 |
| 8. Adjournment |  | 12:30 PM |  |