**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 |  |