**TEAM MEETING AGENDA**

**Meeting Information**

|  |  |
| --- | --- |
| Date: | [Date] |
| Time: | [Time] |
| Location: | [Location] |
| Last Meeting: | [Date] |
| Next Meeting: | [Date] |
| Call-In Code: | [Enter code] |
| Meeting Type: | [Type of Meeting]4 |
| Call-In Number: | [List number] |

**Preparation For Meeting**

|  |  |
| --- | --- |
| **Please Read:** | [Notes] |
| **Please Bring:** | [Notes] |

**Last meeting decision**

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

## Agenda Item

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter:** | **Time allotted:** |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |

**Other Information**

|  |  |  |
| --- | --- | --- |
| Resources: | User research, field studies, customer surveys |  |
| Special notes: | Next meeting 2/9 @ 3 PM |  |