**INFORMAL TEAM MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Called By: | [NAME] | Type Of Meeting: | [TYPE] |
| Facilitator: | [NAME] | Note Taker: | [NAME] |
| Date | [Date] | Time | [Time] |

|  |  |
| --- | --- |
| Attendees: | |
| [Name] | [Name] |
| [Name] | [Name] |
| [Name] | [Name] |
| [Name] | [Name] |

|  |  |  |
| --- | --- | --- |
| Agenda Items | | |
| Topic | Presenter | Time allotted |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |