**INFORMAL TEAM MEETING AGENDA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting called by** | [Meeting called by] |  | **Date & Time** | [Date] |
| **Type of meeting** | [Type of meeting] | **Location** | [Location] |
| **Note taker** | [Note taker] | **Please-read** | [Please read] |
| **Timekeeper** | [Timekeeper] | **Please-bring** | [Please bring] |

|  |  |
| --- | --- |
| **Attendees** | |
| [Name] | [Name] |
| [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] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |
| [Topic] | [Name] | [Time] |