**TEAM MEETING**

**Date | time**[Date | time]*|***Location**[Location]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | [Meeting called by] | | Type of meeting | [Type of meeting] | | Facilitator | [Facilitator] | | Note taker | [Note taker] | | Timekeeper | [Timekeeper] | | Attendees [Attendees]  Please read [Please read]  Please bring [Please bring] |

**AGENDA ITEMS**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time allotted** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |

**OTHER INFORMATION**

Observers [Observers]

Resources [Resources]

Special notes [Special notes]