TEAM MEETING

**Date:** Feb 22, 20XX  **Time:** 3:00 pm **Location:** Room 42

**Meeting Goals / Purposes / Objectives**

1. Goal A
2. Goal B
3. Goal C

**Prework - please prepare with the following:**

1. Assignment A
2. Assignment B
3. Assignment C

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| **Time** | **Topic / Discussion Item** | **Facilitator** |
| 3:00 pm  **5 min** | Informational Items / Recognition / News |  |
| 3:05 pm  **5 min** | Action Item 1 |  |
| 3:10 pm  **5 min** | Action Item 2 |  |
| 3:15 pm  **15 min** | Discussion Item 1 |  |
| 3:30 pm  **10 min** | Discussion Item 2 |  |
| 3:40 pm  **10 min** | Next Steps |  |
| 3:50 pm  **5 min** | Review of New Action Items/Needed Resources |  |
| 3:55 pm  **5 min** | Next Meeting Purpose and Agenda Items |  |