**TEAM MEETING AGENDA FOR**

**[ORGANIZATION’S NAME]**

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| **MEETING DETAILS** | |
| Date: Date Time: Time  AM  PM Recurring:  Yes  No  Location: Location Dial-in Number (if any): Dial in Number Meeting URL (if any): Meeting URL  Meeting Lead: Team Leader Other Speakers: Other Speakers | |
| **ATTENDANCE** | |
| **Attendees:** Enter Attendees' Names  **Absentees**: Enter Absentees' Names | |
| **ITEMS & DISCUSSION** | |
|  | |
| **Est. min** | **1ST ITEM: OPENING & ROLL CALL**  DISCUSSION: Discussion |
| **Est.**  **min** | **2ND ITEM: UPDATES AND ANNOUNCEMENTS**  DISCUSSION: Discussion |
| **Est.**  **min** | **3RD ITEM: UPCOMING PRIORITIES**  DISCUSSION: Discussion |
| **Est.**  **min** | **4TH ITEM: ROUND-ROBIN DISCUSSION**  DISCUSSION: Discussion |
| **Est.**  **min** | **5TH ITEM: FINAL RESOLUTIONS & CONCLUSION**  DISCUSSION: Discussion |