**TEAM MEETING AGENDA FOR**

**[ORGANIZATION’S NAME]**

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| **MEETING DETAILS** |
| Date: Date Time: Time [ ]  AM [ ]  PM Recurring: [ ]  Yes [ ]  NoLocation: Location Dial-in Number (if any): Dial in Number Meeting URL (if any): Meeting URLMeeting 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 |