

# TEAM MEETING AGENDA FOR

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## MEETING DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM Recurring:  Yes  No

Location: \_\_\_\_\_ Dial-in Number or Meeting URL (if any): \_\_\_\_\_

Meeting Lead: \_\_\_\_\_ Other Speakers: \_\_\_\_\_

## ATTENDANCE

Attendees: \_\_\_\_\_

Absentees: \_\_\_\_\_

## ITEMS & DISCUSSION

\_\_\_ **1<sup>ST</sup> ITEM: OPENING & ROLL CALL**

min

DISCUSSION: \_\_\_\_\_

\_\_\_ **2<sup>ND</sup> ITEM: UPDATES AND ANNOUNCEMENTS**

min

DISCUSSION: \_\_\_\_\_

\_\_\_ **3<sup>RD</sup> ITEM: UPCOMING PRIORITIES**

min

DISCUSSION: \_\_\_\_\_

\_\_\_ **4<sup>TH</sup> ITEM: ROUND-ROBIN DISCUSSION**

min

DISCUSSION: \_\_\_\_\_

\_\_\_ **5<sup>TH</sup> ITEM: FINAL RESOLUTIONS & CONCLUSION**

min

DISCUSSION: \_\_\_\_\_

