# Team Meeting

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

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

## **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]

Tired of working with meeting agendas and meeting minutes manually? Status.net is a modern solution to share regular updates and gather insights automatically.

Status.net allows your team to share meeting summaries, discuss agendas, and send mass notifications, all with scheduled auto reminders.

[Click here to try it now for free](https://app.status.net/g/signup/plus/?utm_source=templ&utm_medium=team-meeting).