# 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]

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