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**[Sample Meeting Agenda Template]**

**PYRAMID MODEL TEAM MEETING**

**Date:**

**Place:**

**Meeting Roles**

Host:

Facilitator:

Timekeeper:

Refreshments:

Note-taker:

Buddy for absent members:

**Meeting Objectives:**

**Next Meetings dates and places:**

**Agenda:**

**Time Item Type of Action Decision Required?**

**9:00 Welcome/Introduction’s info sharing no**

**9:15 Action plan updates discussion yes**

**10:15 Selection of Coaches discussion yes**

**11:15 Continued planning of train discussion yes**

 **the trainer events**

**Noon complete meeting evaluation &**

 **adjourn**