|  |  |  |
| --- | --- | --- |
| TEAM MEETING AGENDA | Date: | [Date] |
| **Time:** | [Time] |
| **Location:** | [Location] |

**Purpose of meeting**

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4
* [Decision] 5
* [Decision] 6

**Attendanc****e**

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

**Call To Order**

Facilitator Name called to order the regular meeting of the Marketing & sales team at location or time on date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilitator Name | Decision | Location | Time | Date |
| [Name] | [Decision] | [Location] | [Time] | [Date] |
| [Name] | [Decision] | [Location] | [Time] | [Date] |
| [Name] | [Decision] | [Location] | [Time] | [Date] |

|  |  |
| --- | --- |
| **Old Business** | **New Business** |
| [Items discussed] | [Items discussed] |
| [Items discussed] | [Items discussed] |
| [Items discussed] | [Items discussed] |

* **Minutes submitted by:** Marketing & sales team.
* **Minutes approved by:** Marketing & sales team.