**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