**TEAM MEETING AGENDA**

**Say Hi**

‍Make sure everyone's here and ask for a volunteer scribe.

**Kickoff each meeting with a quick update from each team**

If anyone else has any questions about something relating to one of the other teams, now is your chance to ask. (2 min per update)

* Marketing
* Design
* Data & Analytics
* Product Managers
* Community
* International

**Go through the items that people added to the agenda**

Ask whoever added the item to introduce it and lead that part of the conversation.

**Sum up next steps/actions**

* Clarify what actions need to be taken and assign a responsible person for each task
* Choose someone else on the team to be meeting lead next time and add it to next week's agenda‍