**Your logo here**

**Pyramid Model Team Meeting**

**Date:**

**Place:**

***Meeting Roles***

Host:

Facilitator:

Time-Keeper:

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/Introductions 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 event**

**Noon complete meeting evaluation &**

**adjourn**