# **TEAM MEETING**

Date | time [Date | time]| Location [Location]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |
| --- | --- |
| Meeting called by | [Meeting called by] |
| Type of meeting | [Type of meeting] |
| Facilitator | [Facilitator] |
| Note taker | [Note taker] |
| Timekeeper | [Timekeeper] |

 | Attendees [Attendees]Please read [Please read]Please bring [Please bring] |

## **AGENDA ITEMS**

|  |  |  |
| --- | --- | --- |
| **Topic** |  **Presenter** | **Time allotted** |

|  |  |  |
| --- | --- | --- |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |
|[ ]  [Topic] | [Presenter] | [Time] |

## **OTHER INFORMATION**

Observers [Observers]

Resources [Resources]

Special notes [Special notes]