

Team Meeting Notes for _____

Date:

Present:

Absent:

- 1) **Welcome; Introductions; Purpose of Our Meeting and Agenda**
- 2) **Review of Our Meeting Rules**
- 3) **Celebrations!!**
- 4) **(Task Related to Meeting Purpose)**
- 5) **(Task Related to Meeting Purpose)**
- 6) **(Task Related to Meeting Purpose)**
- 7) **(Task Related to Meeting Purpose)**
- 8) **Closure and Wrap-Up**
- 9) **Next Meeting:**

Team Meeting Notes for _____

Action Plan		
Next Step / To Do	By Whom	By When
1.		
2.		
3.		
4.		
5.		
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