Team Meeting

[Team Name] - Meeting Title

January 1, 2023
10:00am – 11:00am

Meeting Purpose:

Catching up on progress in the past week, discussing setbacks, updating timelines and expectations. By the end of the meeting, everyone should know how the team is progressing to its goals.

10:00 – 10:05	**Welcome**	Team Lead
10:05 – 10:10	**Announcements** Anything that impacts the team, such as schedule changes for future meetings.	Team Lead
10:10 – 10:45	**Team Updates** The bulk of the meeting. Go around to everyone with an update and note down the major points. - E.g., Aaron: Completed sales pipeline	All Members
10:45 – 10:55	**Action Items and Priorities** 1. Create a list of items to align the team for next week	Team Lead
10:55 – 11:00	**Closing**	All Members