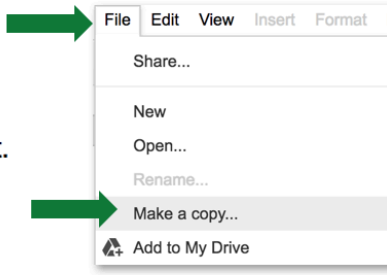


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Team Meeting Agenda Template Example

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Day and Date	Location		
Thursday November 11	Conference Room 1A		
Meeting Title		**Start Time**	**End Time**
November Team Meeting		10:30 AM	12:30 PM
Team Name		**Facilitator**	
Project Team A		Jeff P.	
Team Members Required to Attend			
Matthew B.	Sarah C.	Kelsey C.	

Agenda

Content	To Be Presented By	Start Time	Duration
1. Purpose of Meeting and Objectives		10:30 AM	0:05
2. Assign Minute Taker and Timekeeper; Define Roles		10:35 AM	0:05
a. Minute Taker: [Name]			
b. Timekeeper: [Name]			
3. Review Prior Action Item List		10:40 AM	0:20
4. Agenda Items		11:00 AM	1:00
a. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
b. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
c. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
5. Review of New Action Items' Terms and Descriptions		12:00 PM	0:10
6. Proposals for Next Meeting Agenda		12:10 PM	0:10
7. Evaluation of Current Meeting		12:20 PM	0:10

8. Adjournment		12:30 PM	

Team Meeting Agenda Template

Day and Date	Location

Meeting Title	Start Time	End Time

Team Name	Facilitator

Team Members Required to Attend

Matthew B.	Sarah C.	Kelsey C.	

Agenda

Content	To Be Presented By	Start Time	Duration

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