

Weekly Team Meeting Template

Weekly Team Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location] / [Virtual Meeting Link]

Facilitator: [Insert Name]

1. **Welcome and Opening Remarks** (5 minutes)
 - Welcome and introductions
 - Brief overview of meeting objectives
2. **Weekly Accomplishments** (10 minutes)
 - Highlight key achievements from the past week
 - Celebrate team wins
3. **Blockers and Challenges** (15 minutes)
 - Discuss any obstacles faced
 - Identify support needed to overcome challenges
4. **Next Week's Goals** (15 minutes)
 - Set goals for the upcoming week
 - Assign tasks and responsibilities
5. **Team Shout-Outs** (5 minutes)
 - Recognize individual and team contributions
 - Encourage peer appreciation
6. **Q&A and Open Discussion** (10 minutes)
 - Address any questions or concerns
 - Open floor for additional topics
7. **Closing Remarks** (5 minutes)
 - Summary of key points
 - Confirm next meeting date and time

Meeting Minutes Recorder: [Insert Name]