

### Team Meeting Agenda Template

Mission Team XX Team Meeting						
<b>Meeting Agenda</b>						
<i>Date, Time</i>						
<b>Topic:</b> <i>The overall meeting topic should let everyone know the focus(es) of the meeting.</i>	<b>Attendees:</b> <i>All team members</i> <b>Note taker:</b> <i>First &amp; last name</i> <b>Timekeeper:</b> <i>First &amp; last name</i> <b>Chat monitor:</b> <i>(if needed)</i> <i>*Add any additional roles as needed</i>					
<b>Meeting Objectives:</b> <ol style="list-style-type: none"> <li><i>Specific objectives to be met by the end of the meeting</i></li> <li><i>Consider how you will determine the objectives have been met</i></li> </ol>						
<b>PRE-WORK: To prepare for this meeting, please:</b> <ul style="list-style-type: none"> <li><i>Give specific instructions for what team members have to complete before the meeting</i></li> <li><i>Provide any links and materials that team members need to complete their pre-work</i></li> </ul>						
<b>Schedule [XX minutes]</b>						
Time	Minutes	Lead	Topic/Activity			
xx:xx-xx:xx	XX min	First & last name	<i>Short description of what will be presented, discussed, or done.</i>  <i>This space can also be used to take notes and assign tasks.</i>			

#### Parking Lot:

*Keep a record of any topics that need to be carried over to the next meeting and any questions, comments, or concerns brought up during the meeting that can be addressed at another time.*