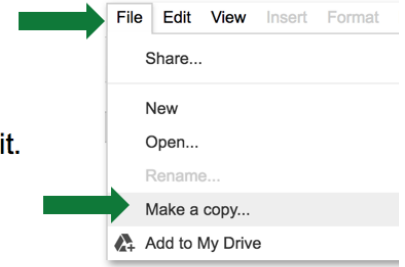


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WEEKLY TEAM MEETING AGENDA TEMPLATE

Template begins on page 2.

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DAY AND DATE	LOCATION	START TIME	END TIME
MEETING TITLE / PROJECT NAME		FACILITATOR	

1. ACHIEVEMENTS OF THE WEEK

2. GOAL PROGRESS REVIEW

GOAL DESCRIPTION	GOAL MARK	YTD CURRENT YEAR	YTD PREVIOUS YEAR

3. REVIEW OF PREVIOUS MEETING ACTION ITEMS

ACTION DESCRIPTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY

4. NEW AGENDA ITEMS

ACTION DESCRIPTION	TO BE PRESENTED BY	PROJECTED OUTCOME

5. REVIEW

6. NEXT MEETING

DAY AND DATE	LOCATION	START TIME	END TIME

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