

Weekly Team Meeting Template 2

Weekly Team Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

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

Facilitator: [Insert Name]

1. **Welcome and Introductions** (5 minutes)
 - Welcome and opening remarks
2. **Current Project Updates** (15 minutes)
 - Project 1: [Brief update]
 - Project 2: [Brief update]
 - Project 3: [Brief update]
3. **Resource Needs** (10 minutes)
 - Discuss any additional resources needed
 - Plan for resource allocation
4. **Upcoming Deadlines** (10 minutes)
 - Review important deadlines
 - Ensure tasks are on track
5. **Team Feedback** (10 minutes)
 - Open floor for feedback and suggestions
 - Discuss ways to improve team collaboration
6. **Q&A and Open Discussion** (10 minutes)
 - Address any questions or concerns
 - Open discussion for additional topics
7. **Closing Remarks** (5 minutes)
 - Summary of key points
 - Confirm next meeting date and time

Meeting Minutes Recorder: [Insert Name]