office printable .com

TEAM MEETING AGENDA

MEETING	DATE	TIME	LOCATION / VIDEO LINK

Facilitator _____ Note-taker _____ Timekeeper _____

Objective _____

Attendees _____

Pre-reads _____

Agenda items

#	Start	Topic	Owner	Min	Decision needed
Total					

PARKING LOT (RAISED, NOT COVERED TODAY)

Next date _____ Sent on _____ Add items _____