**PRINTABLE TEAM MEETING   
AGENDA TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| DEPARTMENT | | OBJECTIVE | | |
|  | |  | | |
| MEETING CREATED BY | FACILITATOR | MINUTE TAKER | TIMEKEEPER | |
|  |  |  |  | |
| CALL-IN NUMBER | CALL-IN CODE | WEB LINK | | |
|  |  |  | | |
| PRIOR TO MEETING, PLEASE READ | | PLEASE BRING TO MEETING | | |
|  | |  | | |
| ATTENDEES REQUESTED | | | | |
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| AGENDA ITEMS |  |  |  |  |
| AGENDA ITEM DESCRIPTION | | TO BE PRESENTED BY | START TIME | DURATION |
|  | |  |  |  |
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