**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 |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| AGENDA ITEMS |   |   |   |   |
| AGENDA ITEM DESCRIPTION | TO BE PRESENTED BY | START TIME | DURATION |
|  |   |  |  |
|  |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|  |  |  |  |