**TEAM MEETING MINUTES TEMPLATE**

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| --- | --- | --- | --- | --- |
| DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| MEETING CREATED BY | MINUTE TAKER | FACILITATOR | TIME KEEPER | |
|  |  |  |  | |
| TYPE OF MEETING |  |  |  | |
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|  |  |  |  |  |
| TEAM MEMBERS REQUESTED TO ATTEND | | | | |
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AGENDA

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| --- | --- | --- | --- | --- | --- | --- |
| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 1 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| --- | --- |
| Discussions | Comments … |
| Remarks | Comments … |

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| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 2 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| --- | --- |
| Discussions | Comments … |
| Remarks | Comments … |

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| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 3 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| Discussions | Comments … |
| Remarks | Comments … |

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| AGENDA ITEM | TIME ALLOCATED | PRESENTED BY | ACTION ITEMS | OWNER | DEADLINE | STATUS |
| Agenda item 4 | 0 minutes | Name | Action item 1 | Name | MM/DD/YY | In progress |
| Action item 2 |  | MM/DD/YY | Complete |
| Action item 3 |  | MM/DD/YY | On hold |
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| --- | --- |
| Discussions | Comments … |
| Remarks | Comments … |

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| --- | --- |
| SECRETARY APPROVAL | |
| Signature and Date |  |