**WEEKLY TEAM MEETING   
AGENDA TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | START TIME | END TIME |
|  |  | |  |  |
| MEETING TITLE / PROJECT NAME | | | FACILITATOR | |
|  | | |  | |
|  |  |  |  |  |
| 1. ACHIEVEMENTS OF THE WEEK | | | | |
|  | | | | |
|  |  |  |  |  |
| 2. GOAL PROGRESS REVIEW | | | | |
| **GOAL DESCRIPTION** | **GOAL MARK** | **YTD CURRENT YEAR** | **YTD PREVIOUS YEAR** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  |  |
| 3. REVIEW OF PREVIOUS MEETING ACTION ITEMS | | | | |
| **ACTION DESCRIPTION** | | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  |  |  |  |  |
| 4. NEW AGENDA ITEMS | | | | |
| **ACTION DESCRIPTION** | | **TO BE PRESENTED BY** | **PROJECTED OUTCOME** | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  |  |  |  |  |
| 5. REVIEW | | | | |
|  | | | | |
|  |  |  |  |  |
| 6. NEXT MEETING | | | | |
| DAY AND DATE | LOCATION | | START TIME | END TIME |
|  |  | |  |  |