**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 |
|  |  |  |  |