

Company name(s):

Meeting location/link:

Date:

Time/time zone:

Meeting Title:

ATTENDEES (include email/phone)

Organizer:

Attendees:

Meeting facilitator:

Notetaker:

Notes from last meeting:

Team Updates, announcements, wins:

TEAM MEETING AGENDA TEMPLATE

ONGOING TEAM PROJECTS

Project	Roadblocks	Due Date
<i>Example Project A</i>	<i>Needs design help</i>	<i>Late March 2019</i>

TEAM METRICS + GOALS

Goal	Metrics	% Change

ACTION ITEMS

Action Item	Team Member	Notes/Due Date