

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:

## WEEKLY STAFF MEETING AGENDA TEMPLATE

### MEETING AGENDA

Time	Agenda Item	Owner/Presenter	Notes
	Team member 1 last meeting recap		
	Team member 1 current updates		
	Team member 2 last meeting recap		
	Team member 1 current updates		
	Team member 3 last meeting recap		
	Team member 3 current updates		
	Team member 4 last meeting recap		
	Team member 4 current updates		

Action Items:

Notes/summary: