

TEAM MEETING

Meeting called by:

Date :

Location:

Room 1

Room 2

Room 3

Room 4

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please
bring:

Project Update Notes

Budget Projections

Staff Requirements

AGENDA ITEMS

Topic

Presenter

Time
allotted

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

OTHER INFORMATION

Observers:

Resources:

Special
notes: