

# 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: