

**Team Meeting**

**LOCATION | DATE | TIME**

**Meeting called by:** [Name]

**Type of meeting:** [Type of meeting]

**Facilitator:** [NAME OF Facilitator]

**Note taker:** [Note taker]

**Timekeeper:** [Timekeeper]

**Agenda items**

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | 10 Minutes |
| Topic | Presenter | 10 Minutes |
| Topic | Presenter | 10 Minutes |
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| Topic | Presenter | 10 Minutes |
| Topic | Presenter | 10 Minutes |
| Topic | Presenter | 10 Minutes |

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Additional Information

**Observers** [Observers]

**Resources** [Resources]

**Special Notes** [Special Notes]

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