**Team Meeting Agenda Template Example**

|  |  |
| --- | --- |
| Day and Date | Location |
|  Thursday November 11 |  Conference Room 1A |
| Meeting Title | Start Time | End Time |
|  November Team Meeting | 10:30 AM | 12:30 PM |
| Team Name | Facilitator |
|  Project Team A | Jeff P.  |
| Team Members Required to Attend |
|  Matthew B. | Sarah C. | Kelsey C. |   |
|   |   |   |   |
|  |  |  |  |  |
| Agenda |   |   |   |   |
| **Content** | **To Be Presented By** | **Start Time** | **Duration** |
| 1. Purpose of Meeting and Objectives |   | 10:30 AM | 0:05 |
| 2. Assign Minute Taker and Timekeeper; Define Roles |   | 10:35 AM | 0:05 |
|  a. Minute Taker: [Name] |   |   |   |
|  b. Timekeeper: [Name] |   |   |   |
| 3. Review Prior Action Item List |   | 10:40 AM | 0:20 |
| 4. Agenda Items |   | 11:00 AM | 1:00 |
|  a. Action Item |   |   |   |
|  i. Item Terms |   |   |   |
|  ii. Item Description |   |   |   |
|  iii. Item Participants |   |   |   |
|  b. Action Item |   |   |   |
|  i. Item Terms |   |   |   |
|  ii. Item Description |   |   |   |
|  iii. Item Participants |   |   |   |
|  c. Action Item |   |   |   |
|  i. Item Terms |   |   |   |
|  ii. Item Description |   |   |   |
|  iii. Item Participants |   |   |   |
| 5. Review of New Action Items' Terms and Descriptions |   | 12:00 PM | 0:10 |
| 6. Proposals for Next Meeting Agenda |   | 12:10 PM | 0:10 |
| 7. Evaluation of Current Meeting |   | 12:20 PM | 0:10 |
| 8. Adjournment |   | 12:30 PM |   |

**Team Meeting Agenda Template**

|  |  |
| --- | --- |
| Day and Date | Location |
|  |  |
| Meeting Title | Start Time | End Time |
|  |  |  |
| Team Name | Facilitator |
|  |  |
| Team Members Required to Attend |
|  Matthew B. | Sarah C. | Kelsey C. |   |
|   |   |   |   |
|  |  |  |  |  |
| Agenda |   |   |   |   |
| **Content** | **To Be Presented By** | **Start Time** | **Duration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |