**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Team+Meeting+Agenda-word-12241&lpa=Team+Meeting+Agenda+word+12241)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**

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