

TEAM MEETING

Date 00-00-00
Time 8:30 – 10:30
Location

Meeting called by: Monthly Meeting

Type of meeting:

Facilitator:

Note taker:

AGENDA ITEMS

Topic	Presenter	Time allotted
✓ Welcome		5 min
✓ Introductions	All	15 min
✓ Topic		30 min
✓ What is one issue that you struggled with this past month?	All	25 Min
✓ What is one celebration that you can share?	All	25 Min
✓ What would you like to discuss or have for next meeting?	All	10 Min
✓ Announcements	All	10 Min
✓ Adjourn		
✓		
✓		

OTHER INFORMATION

Observers:

Resources:

Special notes: