 **Agenda and Minutes for [team name]**

*Instructions: Complete items in green before the meeting and circulate as the agenda. Complete items in black after the meeting and circulate as the meeting minutes.*

**Meeting Date and Time: [beginning time – expected conclusion]**

**Meeting Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member Names** | **Assignments Due** | **Present?** | **Prepared?** | **Comments** *(if absent, include reasons and whether teammates were notified in advance)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Items for Discussion and/or** **Work to be Completed** | **Expected Duration** (actual duration) | **Summary of Discussion** |
| 1. Review minutes of last meeting. |  |  |
| 2. Discuss work completed since last meeting. |  |  |
| 3.  |  |  |
| 4. |  |  |
| 5. [item added during meeting] |  |  |
| 6. [item added during meeting] |  |  |
| 7. Review action items to be completed after meeting. |  |  |
| 8. Schedule next meeting |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items to be completed after meeting** | **Who is responsible?** | **Due?** | **Comments** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**Next Meeting**

**Date and Time: [beginning time – expected conclusion]**

**Location:**

**Purpose:**

**Recording Secretary**

Meeting agenda circulated on [date] by [team-member name].

Meeting minutes circulated on [date] by [team-member name].

Any corrections to the minutes to be submitted to [team-member name] by [date].