



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 <i>(if absent, include reasons and whether teammates were notified in advance)</i>

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].