### Team meeting notes

#### Location: Time: Date:

**Team members present:**

(List names of permanent members; then circle or underline those absent and add guests present.)

#### Who will give handouts to and update each absent team member?

**Team roles:** (the specific roles used may vary by team needs; roles are rotated among members.)

Facilitator: Co-facilitator: Timekeeper: Encourager:

Recorder: Process observer: Other:

*———》****Review*** *today’s agenda.* ***List items*** *(if not already done).* ***Set time*** *needed, person responsible, action needed.* ***List other items*** *if there are additions.* ***Determine*** *total amount of time needed.* ***Prioritize*** *items.*

**Celebrations:**

**Announcements:**

**Review of past meeting minutes, process observations:** (Record responses, comments, corrections.)

***———》Identify new issues/items*** *arising from celebrations, announcements or review of minutes.* ***Either add*** *to today’s agenda* ***or list below*** *under carryover items for next meeting.*

**Current agenda items:**

**Discuss issues.** (Use attached form. Following priority order on agenda, discuss issues, brainstorm solutions   
and select solutions to try out. Record who will do what by when.)

Carryover items and other agenda items for next meeting:

**Next meeting:** Location: Time: Date:

Agenda item:

Discussion:

Task:

**Persons responsible:**

**When needed:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agenda item:

Discussion:

Task:

**Persons responsible:**

**When needed:**

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Agenda item:

Discussion:

Task:

**Persons responsible:**

**When needed:**

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Agenda item:

Discussion:

Task:

**Persons responsible:**

**When needed:**

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Agenda item:

Discussion:

Task:

**Persons responsible:**

**When needed:**