

TEAM MEETING MINUTES TEMPLATE

DATE		LOCATION	
MM/DD/YY		Conference Room 1A	
MEETING TITLE		START TIME	END TIME
Project Management Meeting			
MEETING CREATED BY	MINUTE TAKER	FACILITATOR	TIME KEEPER
TYPE OF MEETING			
Purpose of meeting...			
TEAM MEMBERS REQUESTED TO ATTEND			
Sara H.	Steve H.	John K.	Mark P.
Damien D.	Rob S.		

AGENDA

AGENDA ITEM	TIME ALLOCATED	PRESENTED BY	ACTION ITEMS	OWNER	DEADLINE	STATUS
Agenda Item 1	5 minutes	Anna J.	Action Item 1	Ken S.	MM/DD/YY	In progress
			Action Item 2	Ken S.	MM/DD/YY	Complete
			Action Item 3	Sara H.	MM/DD/YY	On hold

Discussions	Comments ...
Remarks	Comments ...

Minutes Of Team Meeting Template

Marcel A. Müller



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