Team Meeting Agenda Template

DATE:
TIME:
LOCATION:
ATTENDEES:

I. Welcome and Introductions

- Greet everyone and welcome them to the meeting.

- Introduce any new team members, if applicable.

II. Review of Previous Meeting Minutes

- Review the minutes from the previous team meeting.

- Discuss any open issues or action items that were assigned in the previous meeting.

III. Team Member Updates

- Each team member should provide an update on their current status and progress on any projects or tasks they are working on

- Each team member should also discuss any issues or concerns they have that they would like to bring to the team's attention

IV. Project Updates

- Discuss the status of ongoing projects and any updates or significant developments

- Review any upcoming project milestones, deadlines, or deliverables

V. Action Items Review

- Review any action items that were assigned during the meeting, and check on their progress

- Discuss any new action items that arise during the meeting and assign responsibility for completing them

VI. Other Business

- Open the floor to any other business, questions or issues that team members would like to discuss

VII. Next Meeting Date and Time

- Set the date and time for the next team meeting

- Discuss any agenda items that should be included in the next meeting