## Team Meeting Agenda Template

### 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.