## Team Name

## MINUTES

April 19, 2019

Attending: Who came to the meeting?

Cc: Who wasn’t able to attend?

# Action Items and Decisions Made

|  |  |
| --- | --- |
| **Topic/ Area** | **Decision Made** |
| Insert the major topics of the meeting here; one per line | Record the decisions you made here |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Action Item | Responsible | Completion Date |
| 1. As specifically as you can state it | Person on the team… | Month/date (not ASAP, end of month, etc.) |
|  |  |  |
|  |  |  |

At the end of the meeting, take a few minutes to plan the next meeting:

Next meeting date will be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_ o’clock in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ room.

# Agenda

|  |  |  |
| --- | --- | --- |
| **Time** | **Agenda item** | **Lead role** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Roles for next meeting:

|  |  |
| --- | --- |
| Facilitator |  |
| Time keeper |  |
| Scribe |  |