

**INTERNAL TEAM MEETING AGENDA TEMPLATE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Time

Start Time

**Title of Meeting:**

**Attendees Name:**

|  |  |  |
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Agenda:

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| --- | --- | --- | --- |
| Details | Item Owner | Time Slot | Report To |
| 1. Meeting Objective | Jake Stevens | 10:00 AM | Andy |
| 1. Roles and Responsibilities |  |  |  |
| 1. Meeting Minutes Owner |  |  |  |
| 1. Contributor |  |  |  |
| 1. Meeting Retrospective |  |  |  |
| 1. Agenda Item 1 |  |  |  |
| 1. Agenda Purpose |  |  |  |
| 1. Agenda Details |  |  |  |
| 1. Agenda Item 2 |  |  |  |
| 1. Agenda Purpose |  |  |  |
| 1. Agenda Details |  |  |  |
| 1. Agenda Item 3 |  |  |  |
| 1. Agenda Purpose |  |  |  |
| 1. Agenda Details |  |  |  |
| 1. Action Items |  |  |  |
| 1. Meeting Review |  |  |  |
| 1. Ending Notes |  |  |  |