

**INTERNAL TEAM MEETING AGENDA TEMPLATE**

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

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

End Time

Start Time

**Title of Meeting:**

**Attendees Name:**

|  |  |  |
| --- | --- | --- |
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|  |  |  |
|  |  |  |

Agenda:

|  |  |  |  |
| --- | --- | --- | --- |
| 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
 |  |  |  |