



Meeting Agenda

Team Name: _____ Date: _____

Meeting Purpose (goals for the day):

Roles

| | |
|----------------|--------------|
| Record Keeper: | Facilitator: |
| Time Keeper: | Evaluator: |
| | |
| | |

Report (updates on assigned tasks, changes, or news since last meeting)

To Do Today

| <input checked="" type="checkbox"/> | What | By Who |
|-------------------------------------|------|--------|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

Debriefing

Were all tasks accomplished?

What worked?

What didn't?

What do we need to work on?

Planning Ahead

Identify and assign tasks to complete before the next meeting.

| What | By Who |
|------|--------|
| | |
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