



Team members present at _____ meeting:

Meeting

Date:

Time:

AGENDA

Topic	Time	Person	Method	Outcome
Check-in	2 Minutes	All	Round-Robin	Loose ends tied-up prior to meeting
Review Minutes	2 Minutes	Recorder:	Discussion	Minutes Clarified
Review Agenda	3 Minutes	Facilitator:	Discussion	Consensus on Agenda
Review Parking Lot (if needed/time available)	5 Minutes	Facilitator:	Discussion	Items addressed (prioritized for future agenda or dealt with)
Draft Agenda/Clarify roles for next meeting	5 Minutes	Facilitator:	Discussion	Agenda
Meeting Evaluation	5 Minutes	All	Round-Robin	Generate Meeting Improvement Ideas
Next meeting: Date: Time: Recorder: Facilitator: Timekeeper:				"Parking Lot" Issues 1. 2. 3. 4. 5.

Topics	Key discussion points/Decisions	Outcome/Next steps (who, by when)