

# Recurring Team Meeting Planner

## Meeting Details

Team Name

e.g., Marketing Team

Meeting Title

e.g., Weekly Stand-up

Organizer

e.g., Jane Doe

Frequency

Weekly

Start Date

Time

Duration (minutes)

## Participants

List team members...

## Agenda Template

Time	Topic	Owner	Notes
e.g., 10:00-10:10	e.g., Updates	e.g., Alex	

## Action Items (Sample)

Description	Owner	Deadline	Status
			Pending/Done

## Notes

Additional notes...