

# Team Meeting Coordination Sheet

<b>Meeting Title</b>	Enter meeting name		
<b>Date</b>		<b>Time</b>	
<b>Location/Link</b>	Meeting room or call link		
<b>Facilitator</b>	Person leading		
<b>Note-taker</b>	Person recording notes		

## Participants

Name	Role	Attendance
Enter name	Role	Attending?
Enter name	Role	Attending?
Enter name	Role	Attending?

## Agenda

Time	Topic	Owner	Notes
00:00	Agenda item	Presenter	Notes
00:00	Agenda item	Presenter	Notes
00:00	Agenda item	Presenter	Notes

## Action Items

Item	Owner	Due Date	Status
Action item	Owner		Status
Action item	Owner		Status
Action item	Owner		Status

## Notes

General notes, decisions, open questions...