

Team Meeting Coordination Sheet

Meeting Title	<input type="text" value="Enter meeting name"/>		
Date	<input type="text"/>	Time	<input type="text"/>
Location/Link	<input type="text" value="Meeting room or call link"/>		
Facilitator	<input type="text" value="Person leading"/>		
Note-taker	<input type="text" value="Person recording notes"/>		

Participants

Name	Role	Attendance
<input type="text" value="Enter name"/>	<input type="text" value="Role"/>	<input type="text" value="Attending?"/>
<input type="text" value="Enter name"/>	<input type="text" value="Role"/>	<input type="text" value="Attending?"/>
<input type="text" value="Enter name"/>	<input type="text" value="Role"/>	<input type="text" value="Attending?"/>

Agenda

Time	Topic	Owner	Notes
<input type="text" value="00:00"/>	<input type="text" value="Agenda item"/>	<input type="text" value="Presenter"/>	<input type="text" value="Notes"/>
<input type="text" value="00:00"/>	<input type="text" value="Agenda item"/>	<input type="text" value="Presenter"/>	<input type="text" value="Notes"/>
<input type="text" value="00:00"/>	<input type="text" value="Agenda item"/>	<input type="text" value="Presenter"/>	<input type="text" value="Notes"/>

Action Items

Item	Owner	Due Date	Status
<input type="text" value="Action item"/>	<input type="text" value="Owner"/>	<input type="text"/>	<input type="text" value="Status"/>
<input type="text" value="Action item"/>	<input type="text" value="Owner"/>	<input type="text"/>	<input type="text" value="Status"/>
<input type="text" value="Action item"/>	<input type="text" value="Owner"/>	<input type="text"/>	<input type="text" value="Status"/>

Notes

<input type="text" value="General notes, decisions, open questions..."/>
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