Team Meeting Agenda Checklist

Meeting Details

Date: _____

Time: _____

Location/Link: _____

Facilitator: _____

Note Taker: _____

Pre-Meeting Checklist

☐ Review previous meeting notes

☐ Set agenda items

☐ Distribute agenda in advance

☐ Invite participants

☐ Prepare materials/resources

Agenda

Time	Topic	Owner	Notes

Action Items Checklist

☐ Action Item 1

☐ Action Item 2

☐ Action Item 3

Meeting Notes