

# Team Meeting

Meeting called by: \_\_\_\_\_ Date: \_\_\_\_\_

Location:                      Room 1                      Room 2                      Room 3                      Room 4

Please bring:                      Project Notes                      Budget Projections                      Staff Requirements

Notetaker: \_\_\_\_\_

Facilitator(s):

Topic	Presenter	Time allotted
✓		
✓		
✓		
✓		
✓		
✓		
✓		

Special Notes: