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| **Unit Based Team Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Date & Time:** | **Location:** |
| **Note Taker:** | **Meeting Facilitator:** |
| **Present:** | **Absent:** |

*(Check for quorum)*

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| **Topic** | **Time** | **Purpose and Desired Outcomes** | **Who / How** | **Notes / Action** |
| **Meeting Opening:**  Ground Rules  Review Agenda |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Meeting Close:**  Communication Plan  Review Action Items/ Next Steps/ Agreements  Future agenda items  Meeting Evaluation |  |  |  |  |

Meeting notes distributed to team members on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_