Team Meeting

# [Team Name] - Meeting Title

## January 1, 2023

## 10:00am – 11:00am

|  |  |
| --- | --- |
| Meeting Purpose: Catching up on progress in the past week, discussing setbacks, updating timelines and expectations. By the end of the meeting, everyone should know how the team is progressing to its goals. |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| 10:00 – 10:05 | Welcome | Team Lead |
| 10:05 – 10:10 | Announcements Anything that impacts the team, such as schedule changes for future meetings. | Team Lead |
| 10:10 – 10:45 | Team Updates The bulk of the meeting. Go around to everyone with an update and note down the major points.   * E.g., Aaron: Completed sales pipeline | All Members |
| 10:45 – 10:55 | Action Items and Priorities  1. Create a list of items to align the team for next week | Team Lead |
| 10:55 – 11:00 | Closing | All Members |