Initial Team Meeting Template

# [Team Name] - Meeting Title

## January 1, 2024

## 10:00am – 11:00am

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| Meeting Purpose: Get everyone on the team on the same page! |  |
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| 10:00 – 10:20 | Break the ice!  * Spend a few minutes introducing yourselves and getting to know one another | All Members |
| 10:20– 10:40 | Team Goals  * Briefly discuss the team's objectives and key deliverables * (If relevant) Discuss the project timeline and budget | Team Lead |
| 10:40 – 10:50 | **Team member expectations**   * Discuss the project management structure and get an understanding of how every team members prefers to work | Team Lead |
| 10:50 – 11:00 | **Detail next steps and assign preliminary tasks** | Team Lead |