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| **DATE:** | Thursday, March 17, 2016 |
| **TIME:** | 10:30 AM |
| **LOCATION:** | Conference Room B |
|  |  |

 **TEAM MEETING AGENDA**

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| --- | --- | --- | --- |
| **TEAM NAME:** | [Name of Team] |  |  |
| **MEETING TITLE:** | [Title of Meeting] |  |  |

**TEAM MEMBERS REQUESTED TO ATTEND:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |
| Steve Hart | Sara Hudson | Steve Hart | Sara Hudson |
| Sara Hudson | Steve Hart | Sara Hudson | Steve Hart |

**AGENDA**

**CONTENT START TIME**

1. **Purpose of Meetings and Objectives 10:30 AM**
2. **Assign Minute Taker and Time Keeper; Define Roles 10:35 AM**
   1. **Minute Taker: [Name]**
   2. **Time Keeper: [Name]**
3. **Review Prior Action Item List 10:40 AM**
4. **Agenda Items** *(start time per item)*
   1. **Action Item 11:00 AM**
      1. **Item terms**
      2. **Item description**
      3. **Item participants**
   2. **Action Item 11:15 AM**
      1. **Item terms**
      2. **Item description**
      3. **Item participants**
   3. **Action Item 11:35 AM**
      1. **Item terms**
      2. **Item description**
      3. **Item participants**
5. **Review of New Action Items’ Terms and Descriptions 12:00 PM**
6. **Proposals for Next Meeting Agenda 12:10 PM**
7. **Evaluation of Current Meeting 12:20 PM**
8. **Adjournment 12:30 PM**

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