[Name of Team] Meeting Agenda
[Date]

Notetaker: Person A, Person B, Person C, Person D, Person E [Rotate each week - highlight the name of the responsible person]
Archive: [Link to an archive of agendas. After each meeting, paste in the agenda from that meeting and then clear it out.]

Agenda Item	Information	Action Items
Meeting Practices	-All to add to agenda before meeting -Rotate new note-taker each week -Rotate order of team member updates (first person moves to last)	
Action Items from Last Meeting	●	
Upcoming Dates & Reminders	●	
Team Member Updates (Include quick updates, project updates, brainstorms, etc)	Person A ● Person B ● Person C ● Person D ● Person E ●	
Goals - Monthly Check In		
Monthly Stats		
Parking Lot		