**Name of Meeting**

**Guidelines for Working Together:**

* Guideline 1
* Guideline 2
* Guideline 3

**Team Members**: (highlight those in attendance)

List attendee names

**Roles to be assigned:**

|  |  |
| --- | --- |
|  | Name |
| Facilitator |  |
| Recorder |  |
| Timekeeper |  |
| Encourager/Critic |  |

Facilitator: Designs agenda and sends out day before

Recorder: Documents action and sends to team after meeting

Timekeeper: Keeps the team on time

Encourager/Critic: Provides feedback to the meeting

**Date of Meeting**:

**Time of Meeting:**

**Conference Call #:**

**Purpose of Meeting:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time**  **(in minutes)** | **Agenda Topic** | **Outcome** | **Reference Materials** | **Lead** |
| **8:00**  (5 min) | Check-in, assign roles Prioritize agenda overview | Get started, confirm leads Prioritize/add to agenda |  |  |
| **xxx**  (xxx min) |  |  |  |  |
| **xxx**  (xx min) |  |  |  |  |
| **xxx**  (xx min) |  |  |  |  |
| **xxx**  (3 min) | Confirm next meeting and topics to be addressed | Build next meeting agenda  Confirm next meeting date/time |  |  |
| **xxx**  (2 min) | Check-out / Evaluation | How could this meeting have been improved? |  |  |
|  | Closure | Adjourn |  |  |

**As a result of this meeting…**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Steps** | **How will it be accomplished?** | **Person(s)**  **Responsible** | **By When?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |