

Team:

Date:

Present:

Agenda

- **Discussion:** [SUMMARY OF DISCUSSION THAT LED TO AGREEMENT AND/OR ACTION]
- **Agreement:** [SUMMARY OF AGREEMENT]
- **Action:** [NAME OF THE TEAM MEMBER WHO WILL PERFORM THE ACTION AND DESCRIPTION OF THE ACTION]

Parking Lot

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Summary of Action Items

[RESTATE EACH ACTION ITEM AND WHO IS RESPONSIBLE]

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Next Meeting: [DATE, TIME, LOCATION]

Next Meeting Agenda

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