

A-Team Meeting Agendas and Minutes Template

A-Team Meeting Agenda

Team Name Here:

Meeting Location Here:

Date:

Time:

Assigned Roles

Facilitator: *(add team member name)*

Timekeeper: *(add team member name)*

Note Taker: *(add team member name)*

Process Observer: *(add team member name)*

A-Team Members

(first name of each person)	(last name of each person)	(position of each person)

Time <i>(in minutes)</i>	Person Responsible	Agenda Item	Minutes (Summary of Key Points)

Note Taker Action Items Review*

Time *(in minutes)*

Agenda Item	Completion Date	Person(s) Responsible

***Action Items Review:** Note taker reviews all action items, with dates of completion and person responsible. These items are added during the note-taking process during the meeting, then entered here and reviewed during this part of the agenda.

Process Observer

Time *(in minutes)*

Process Observation Report *(How well did the team comply with its norms? Stick to agenda?)*

Next Meeting Reminder

Date and Time: