**Meeting Agenda Format**

**Company Name Team Meeting**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Roles**

**Host:** [Name and Designation here]

**Total Attendees:** [write here number of total attendees]

**Time-Keeper:** [Name and Designation here]

**Facilitator:** [Name and Designation here]

**Note-Taker:** [Name and Designation here]

**Refreshments:**

**Buddy for absent members:** [Add here]

**Meeting Objectives:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda:**

**Time Item Type of Action Decision Required**

9:00 Introductions information sharing no

9:15 Updates of action plan discussion yes

10:15 Coach(s) Selection discussion yes

11:15 Trainer Event discussion yes

Noon Complete Meeting Evaluation &

 Adjourn