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| **Unit Based Team Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date & Time:**  | **Location:**  |
| **Note Taker:** | **Meeting Facilitator:**  |
| **Present:** | **Absent:** |

 *(Check for quorum)*

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| --- | --- | --- | --- | --- |
| **Topic** | **Time** | **Purpose and Desired Outcomes** | **Who / How**  | **Notes / Action** |
| **Meeting Opening:**Ground RulesReview Agenda |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Meeting Close:**Communication PlanReview Action Items/ Next Steps/ AgreementsFuture agenda itemsMeeting Evaluation |  |  |  |  |

Meeting notes distributed to team members on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_