

MEETING TEMPLATE



See pages 177-180 of *Team Habits* for more on the different types of meetings and meeting blocks you can use to build better meetings.

Purpose of Meeting: _____

Date: _____ **Facilitator:** _____

Start Time: _____ **Scribe:** _____

End Time: _____ **Timekeeper:** _____

Agenda Block Type	Timing	Topic/Activity

What are our next steps?

Action Item	Who	When
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____