**Team Minutes**

Date:

**In Attendance:**

**Facilitator:**

**Time Keeper:**

**Notetaker:**

Agenda:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Presenter** | **Topic** | **Intended Outcome**  **(decision, brainstorm, updating systems, accountability, learning)** |
| 9:30 (20 min) |  | Celebrations & Check-In | learning |
| 9:50 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| by 11:00am |  | Wrap up/Next Steps/Debrief |  |

Debrief

|  |  |
| --- | --- |
| **What Worked** | **What We Should Change** |
|  |  |

Follow Up

|  |  |  |
| --- | --- | --- |
| **Who** | **Does What** | **By When** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |