

# PYRAMID MODEL TEAM MEETING

[Sample Meeting Agenda Template]

Date:

Place:

## Meeting Roles

Host:	
Facilitator:	
Time-Keeper:	
Refreshments:	
Note-taker:	
Buddy for absent members:	

## Meeting Objectives:

1. Lorem Ipsum is simply dummy text of the printing and typesetting industry.
2. Lorem Ipsum is simply dummy text of the printing and typesetting industry.
3. Lorem Ipsum is simply dummy text of the printing and typesetting industry.
4. Lorem Ipsum is simply dummy text of the printing and typesetting industry.

## Next Meetings dates and places:

## Agenda:

Time	Item	Type of Action	Decision Required?
8.30	Welcome/Introductions	Info sharing	No
9.30	Action plan updates	Discussion	Yes
10.30	Selection of Coaches	Discussion	Yes
11.30	Continued planning of train the trainer event	Discussion	Yes
Noon	<b>Complete meeting evaluation &amp; adjourn</b>		