Sample Team Meeting Agenda Format (50 minutes)

Date (Time)

Facilitator: **Process Observer:**
Time Keeper: **Recorder:**

Desired Outcome:

Please Bring:

Review the Norms: (2 min.)

Agenda Items (40 min.)

Parking Lot Issues (3 min.)

Agenda Items for Next Meeting (3 min.)

Group Process Feedback (2 min.)

Team Roles	**Facilitator**	**Recorder**	**Timekeeper**	**Process Observer**
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

F= Facilitator Responsible for the execution of the agenda meeting
R= Recorder Responsible for completing the forms and emailing them to other team members and administration
T=Timekeeper Responsible for keeping the meeting on time
P = Process Observer Responsible for providing reflection for the meeting on identified norms

Team Norms: