

Team Meeting Template - *Recommended*

The team template provides an opportunity for the supervisor to plan out the agenda and objectives for a team meeting. It will also allow a student to respond by providing updates and feedback to goals and tasks that need to be achieved for the duration of their work term.

Student Staff:		Date:	
----------------	--	-------	--

Student Staff Updates

Supervisor Update

Upcoming/Important Dates

Items for Follow-Up/Assigned Action Items