**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11594&utm_source=integrated-content&utm_campaign=/content/team-meeting-templates&utm_medium=Team+Meeting+Notes+doc+11594&lpa=Team+Meeting+Notes+doc+11594)TEAM MEETING NOTES TEMPLATE**

|  |  |
| --- | --- |
| DATE | MM/DD/YY |
| TIME | 0:00 |
| LOCATION |  |
| PURPOSE |  |

ATTENDEES

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Name | Name |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

MEETING NOTES

|  |  |  |
| --- | --- | --- |
| **AGENDA / ACTION ITEMS** | **ANNOUNCEMENTS** | **DISCUSSION SUMMARIES** |
| Action item 1 | Announcement content… | Discussion topic 1 Discussion topic 2 |
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