

# Name of Meeting

## Team Meeting

Date: February 22, 2024

Start Time: 3:00 PM

End Time: 4:00 PM

Location: Room 42

### Meeting Goals/ Purposes/ Objectives

A Goal A

B Goal B

C Goal C

### Pework - please prepare with the following:

A Assignment A

B Assignment B

C Assignment C

Time	Minutes	Topic / Discussion	Facilitator
3:00 PM	10	Informational Items	
3:10 PM	5	Action Item 1	
3:15 PM	5	Action Item 2	
3:20 PM	15	Discussion Item 1	
3:35 PM	10	Discussion Item 2	
3:45 PM	5	Next Steps	
3:50 PM	5	Review of New Action Items/Needed Resources	
3:55 PM	5	Next Meeting Purpose and Agenda Items	
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4:00 PM	60 min	End of Meeting	