

Team Meeting Agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject:** | | **Date:** | | |
| **Location:** | | **Time:** | | |
|  | | | | |
| **Chair:** | | | | |
| **Attendees:** | | | | |
|  | | | | |
| **Topic:** | **Decision or Result Required** | | **Owner** | **Time** |
| New Logo | Choose final two for shortlist | | KB | 25 mins |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |

Company Name

Project Name – Status Meeting

Date – mm/dd/yyy

**Call in Number: 1-8xx-xxx-xxxx**

Pass Code: xxxxxx