FORM C: TEAM TASK MEETING AGENDA

TEAM MEETING AGENDA
__________________________________ (Company Name)
Meeting to be held ______________________ (Where)

____________________________ (Date)
__________________________ (Time)

Chairperson: ____________________
Minute-Taker: __________________

1. Apologies:
2. Confirmation of agenda (x minutes) (Chair)
3. Confirmation of minutes of ________________ (Date) (x minutes) (Chair)
4. Business arising from minutes of ________________ (Date) (x minutes) (Chair)
5. Items
   1.
   2.
   3.
   4.
   5.
   6.
6. Any other business (x minutes) (Chair)
7. Forward agenda items (x minutes) (Chair)
8. Next meeting (Chair)