Team meeting minutes

Name of the team

Date	MM/DD/YYYY
Time	from … to …
Place or link	room or meeting link
Facilitator	name
Minutes by	name
Present	names, separated by commas
Absent	names, separated by commas

1. Review: tasks from the last meeting

No.	Task	Owner	Status
1			open
2			open
3			open
4			open

2. News from the team

Who	What is new

3. Topics and decisions

No.	Topic and decision	Decided by	Date
1			
2			
3			

4. New tasks

No.	Task	Owner	Due	Status
1				open
2				open
3				open
4				open
5				open

5. Next meeting

Date MM/DD/YYYY Facilitator name Minutes by name