**Team Meeting Agenda**

**Welcome and Introductions (5 minutes)**

Welcome everyone to the meeting

Introduce any new team members or guests

Take attendance if necessary

**Review of Previous Meeting's Action Items (10 minutes)**

Review any action items from the previous meeting

Discuss progress made on each item

Decide on any further actions needed

**Project Updates (20 minutes)**

Have each team member provide an update on their project(s)

Discuss any issues or roadblocks that need to be addressed

Brainstorm solutions as a team

**30-Minute Discussion Rotation (30 minutes)**

Discuss any topics or issues that the team needs to address

Allow time for everyone to share their opinions and ideas

Make decisions or assign action items as needed

**Announcements and Next Steps (10 minutes)**

Share any announcements or upcoming events

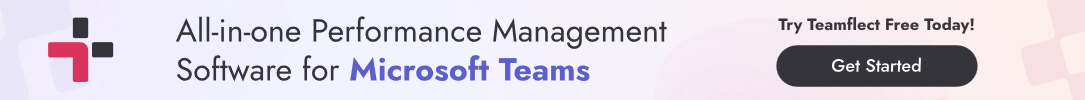
Summarize action items and next steps

Set a date and time for the next meeting

**Meeting Wrap-up (5 minutes)**

Thank everyone for attending the meeting

Conclude the meeting

[](https://app.teamflect.com/getstarted)