**Weekly Team Meeting**

**Template**

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| --- | --- |
| Meeting Date: | Meeting Location: |
| Facilitator: | Minutes Taker: |
| Meeting Attendees: | Next Meeting Date: |

|  |  |
| --- | --- |
| Updates | Time |
|  |  |

|  |  |
| --- | --- |
| Big Picture | Time |
|  |  |

|  |  |
| --- | --- |
| Priorities | Time |
|  |  |

|  |  |
| --- | --- |
| Roadblocks | Time |
|  |  |

|  |  |
| --- | --- |
| Feedback | Time |
|  |  |

|  |  |
| --- | --- |
| Feedback | Time |
|  |  |

**A blue sign with yellow letters

Description automatically generated**