**Team:**

**Meeting Leader:**

**Date/Time:**

**Participants come prepared with:**

**Key Goals of Meeting Today:**



##### Agenda

* Recognition/personal check-ins
* Check-in on commitments from last meeting

**Today’s business/top three priorities:**

**Priority 1: Presenter: Time Allotted:**

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|  |

**Priority 2: Presenter: Time Allotted:**

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**Priority 3: Presenter: Time Allotted:**

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|  |

Notes:

###### Takeaways:

ACTION ITEMS BY WHEN ACTION OWNER