APPENDIX 4
TEAM MEETING OUTLINE

Business Name: _____ Meeting #: _____

Date: _____ Time: _____

Attendees Present: _____, _____, _____,

_____, _____, _____

Minutes of Meeting

What topics were discussed? What decisions were made? What tasks do attendees have as a result of the meeting? When do tasks need to be completed by?

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Next Meeting Date: _____

Next Meeting Location: _____

Topics for Discussion:

_____

_____

Signature of Owners or Secretary: _____ Date: _____