

Team Meeting Report

Team: _____

Meeting date: _____

Start time: _____

End time: _____

Team members in attendance:

Topics discussed/worked on:

The next scheduled meeting is at:

Date: _____

Time: _____

The information in these minutes is accurate, to the best of my knowledge:

[each team member attending this meeting is expected to either sign or type his/her name]

[It will be considered a serious breach of ethics if a team meeting form is "signed" by a member who did not attend or who does not agree that the information in that report is accurate, to the best of his/her knowledge.]