Monthly Team Meeting Agenda

Meeting title

Location	Date

Start time	End time

Facilitator

Team members in attendance	

1. Progress review	Duration:

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2. Notable achievements	Duration:
ACHIEVEMENT #1:	
ACHIEVEMENT #2:	
ACHIEVEMENT #3:	
ACHIEVEMENT #4:	
ACHIEVEMENT #5:	

3. Goals in the upcoming month	Duration:
GOAL #1:	
GOAL #2:	
GOAL #3:	
GOAL #4:	
GOAL #5:	

4. Team members' questions	Duration:

Next meeting title	Location	Date	Start time	End time

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