

# My important team meeting

## Agenda and minutes

Time	Topic	Minutes	Responsible
09.00-09.05	<ul style="list-style-type: none"><li>• Welcome</li><li>• Choosing a meeting moderator</li><li>• Choosing a reporter</li></ul>		Team leader
09.05 - 09.35	<ul style="list-style-type: none"><li>• Topic 1</li></ul>		<persons name>
09.35 - 09.40	<ul style="list-style-type: none"><li>• Short break</li></ul>		<persons name>
09.40 - 10.00	<ul style="list-style-type: none"><li>• Topic 2</li></ul>		<persons name>
10.00 - 10.05	<ul style="list-style-type: none"><li>• Short break</li></ul>		<persons name>
10.05 - 10.15	<ul style="list-style-type: none"><li>• Go through actions</li></ul>		<persons name>
10.15 - 10.25	<ul style="list-style-type: none"><li>• Any other business (AOB)</li></ul>	No decisions can usually be made on this item on the agenda	Team leader
10.25 - 10.30	<ul style="list-style-type: none"><li>• Thank you and good bye</li></ul>		Team leader

Participants: <People who participated>

Cancelled: <People who cancelled/who did not participate>