**TEAM MEETING TEMPLATE**

**Date: Time: Place:**

**OUR NORMS: (team standards)**

1. be on time and prepared

2. no sidebar conversations

3. confidentiality until ready to share

4.

**OUR MISSION: (why we exist)**

“To bring inspiration and innovation to every athlete in the world” (Nike)

***TODAY’S MAIN OBJECTIVES:***

***1.***

***2.***

***3.***

***CONNECTION ACTIVITY OR QUESTION:***

*“What is your most memorable travel experience?”*

***CELEBRATION OF VALUES IN ACTION:***

**Person:**

**Reason:**

***MEETING AGENDA (INVITE CONTRIBUTION OF OPINIONS FOR EACH ITEM):***

***Time Item Action Required***

**8:00 - -**

**8:15 - -**

**8:40 - -**

***NEXT MEETING: DATE: TIME:***

***CLARIFICATION: (WHO, WHAT, BY WHEN?)***

**-**

**-**

**-**

