**TEAM MEETING TEMPLATE**

**Date: Time: Place:**

**OUR NORMS: (team standards)**

1.

2.

3.

4.

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

***TODAY’S MEETING 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):***

***Time Item (as a question) Action Required***

**8:00 - -**

**8:15 - -**

**8:40 - -**

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

***COMMITMENTS: (WHO WILL DO WHAT BY WHEN?)***

**-**

**-**

**-**

