

PYRAMID MODEL TEAM MEETING

(Sample Meeting Agenda Template)

Date:

Place:

Meeting Roles

Host:	
Facilitator:	
Time-Keeper:	
Refreshments:	
Note-taker:	
Buddy for absent members:	

Meeting Objectives:

- 1.
- 2.
- 3.
- 4.
- 5.

Next Meetings dates and places:

Agenda:

Time	Item	Type of Action	Decision Required?
8.30	Welcome/Introductions	Info sharing	No
9.30	Action plan updates	Discussion	Yes
10.30	Selection of Coaches	Discussion	Yes
11.30	Continued planning of train the trainer event	Discussion	Yes
Noon	Complete meeting evaluation & adjourn		