

Weekly Team Meeting Agenda

Use this recurring agenda to review open work, surface blockers, decide priorities, and assign the next actions.

Team _____ Week of _____

Meeting Time _____ Facilitator _____

Previous Actions

Action to revisit	Owner	Status

Wins and Current Priorities

Blockers and Support Needed

This Week's Topics

Minutes	Topic	Lead	Outcome Needed

Decisions and Next Actions

Next Meeting Date _____