

# 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

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## Blockers and Support Needed

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## This Week's Topics

| Minutes | Topic | Lead | Outcome Needed |
|---------|-------|------|----------------|
|         |       |      |                |
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|         |       |      |                |
|         |       |      |                |

## Decisions and Next Actions

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Next Meeting Date \_\_\_\_\_