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### [Sample Meeting Agenda Template]

# **Pyramid Model Team Meeting**

Da	te:
Pla	ce:

### **Meeting Roles**

Host:

Facilitator:

Time-Keeper:

Refreshments:

*Note-taker:* 

Buddy for absent members:

### **Meeting Objectives:**

1.

*2*.

*3*.

4.

### Next Meetings dates and places:

### Agenda:

Time	Item	Type of Action	<b>Decision Required?</b>
9:00	Welcome/Introductions	info sharing	no
9:15	Action plan updates	discussion	yes
10:15	<b>Selection of Coaches</b>	discussion	yes
11:15	Continued planning of train the trainer event	discussion	yes
Noon	complete meeting evaluation & adjourn		