**TEAM MEETING AGENDA**

**Meeting Details**

|  |  |  |
| --- | --- | --- |
| Date: | Time: | Location |
| [Date] | [Time] | [Location] |

**Purpose of meeting**

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: | Rene Skoko | **Note taker:** | Luca Udinesi |
| Type of meeting: | Team decision: | **Timekeeper:** | Viktor Klobucar |
| Facilitator: | Rene Skoko |  |  |

**Attendanc****e**

* Luca Udinesi
* Gael Torres
* Viktor Klobuchar
* Rene Skoko,
* Mikaela Lee
* [Name]
*

**Please read:**  Email attachments

**Please bring:** Committee reports

**Agenda Items**

|  |  |  |
| --- | --- | --- |
| Topic | Presenter: | Time allotted: |
| Intro: | Rene Skoko | 5 min |
| Brainstorm: | Rene Skoko | 15 min |
| Discussion: | Viktor Klobucar | 15 min |
| Vote: | Mikaela Lee | 10 min |

**Other Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Resources:** | User research, field studies, customer surveys |  |
|  | **Special notes:** | Next meeting 2/9 @ 3 PM |  |