

# TEAM MEETING REPORT

**Name of group** ..... **Date of meeting** .....

Members present .....

Members absent .....

## Summary of meeting

## Things to be done by members

What?	Who?	By when?
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Our next meeting will be held...** .....