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**[Sample Meeting Agenda Template]**

**Pyramid Model Team Meeting**

**Date:**

**Place:**

***Meeting Roles***

*Host:*

*Facilitator:*

*Time-Keeper:*

*Refreshments:*

*Note-taker:*

*Buddy for absent members:*

***Meeting Objectives:***

***Next Meetings dates and places:***

***Agenda:***

**Time Item Type of Action Decision Required?**

**9:00 Welcome/Introductions info sharing no**

**9:15 Action plan updates discussion yes**

**10:15 Selection of Coaches discussion yes**

**11:15 Continued planning of train discussion yes**

 **the trainer event**

**Noon complete meeting evaluation &**

 **adjourn**