

Team Meeting Agenda | Day 3

This is a guide to help Team Leaders guide their teams through a meeting to help improve on past performance and set a solid plan for the next stage of the challenge.

Our Team Name & Number	
What have we done well?	What do we need to do better?

Today we want to achieve:

Task	Responsibility	Due	Complete

Team Meeting Agenda | Day 3

Our Team Day Plan:

Times	Activity	People	Complete

Final Notes or Comments: