# Team Meeting Agenda | Day 4

*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 |
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## Our Team Day Plan:

| Times | Activity | People | Complete |
|---|---|---|---|
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**Final Notes or Comments:**

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