# **Informal/Simple team meeting minutes template**

**Date**: Feb 20, 2023

**Meeting Objective**: To discuss the onboarding process

**Participants**: Alex, Maria, John, Judy, Victor, Saul

**Agenda**

* Topic 1 including main points, outcomes, next steps
* Topic 2 including main points, outcomes, next steps
* Topic 3 including main points, outcomes, next steps
* Closing roundtable questions

**Follow-up actions:**

* By Tuesday:
  + John to review the onboarding plan for the upcoming new hires and report if any blockages exist
  + Saul to prepare the computer + credentials
  + Judy to finalize the paperwork.