# **Team Meeting Agenda**

Date: [Add date]

Time: [Add time]

Location: [Add room no]

**Topic #1**

Speaker #1 – Presentation (15 min)

Q&A (10 min)

Proposed actions (5 min)

Decisions (10 min)

**Topic #2**

Team lead – Present data (10 min)

Team lead – Propose action plan (5 min)

Questions / Discussion (5 min)

Decision (5 min)

**Topic #3**

How can we improve our performance? – Free discussion (10 min)

Assessment of yearly metrics