# **Weekly Team Meeting Agenda**

Date: [Add date]

Time: [Add time]

Location: [Add room no]

**Discuss the weekly progress**

Speaker #1 – Updates (5 min)

Speaker #2 – Updates (5 min)

Team lead - Priorities (10 min)

Questions / Roadblocks / New ideas / Upcoming events (10 min)

**Plan Task #no**

Team lead – Present task (5 min)

Team lead – Propose planning (5 min)

Questions / Discussion (5 min)

Decision (5 min)

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