**Cross Team Collaboration**  **Meeting Agenda Template**

|  |  |
| --- | --- |
| DAY AND DATE | LOCATION |
|  |  |
| MEETING TITLE | START TIME | END TIME |
|  |  |  |
| MEETING FACILITATOR |  |  |
|  |
| TEAM NAMES | TEAM LEAD |
|   |  |
|  |  |
|  |  |
|  |  |
| TEAM MEMBERS REQUESTED TO ATTEND |
| *Name, Team* | *Name Team* | *Name, Team* | *Name, Team* |
| *Name, Team* | *Name, Team* | *Name, Team* | *Name, Team* |
| *Name, Team* | *Name, Team* | *Name, Team* | *Name, Team* |
|  |  |  |  |  |
| AGENDA |   |   |   |   |
| **CONTENT** | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
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