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| --- | --- |
| Line Manager Name |  |
| Team Name / Attendees |  |
| Date |  |

|  |
| --- |
| NOTES / ACTIONS ARISING FROM LAST MEETING |
|  |
| BUSINESS / TEAM UPDATES & ANNOUNCEMENTS |
|  |
| TEAM METRICS / GOALS REVIEW |
|  |

|  |
| --- |
| TEAM FOCUS FOR THE NEXT 30 DAYS |
|  |
| ANY OTHER BUSINESS (TEAM ROUND ROBIN) |
|  |

**ACTIONS ARISING FROM THE MEETING**

|  |  |  |
| --- | --- | --- |
| ACTION DETAIL | **WHO** | **WHEN** |
|  |  |  |
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