|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | 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** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |