

Team Meeting / Planning

Team Name: _____

Date of Meeting: _____

Team Members Present	Team Members Absent

What was discussed at the meeting:

Topic	Discussion	Action to be Taken	Person Responsible	Deadline

Some examples of actions to plan over the selling period:

- Have you planned your next meeting with your team i.e. a team meeting?
- Have you planned your next catch up with your Mentor?
- Have you enough equipment/materials/ingredients etc to make your service/product?
- Do you need to book a pitch, if so have you contacted the Challenge Coordinator?
- Do you need to go to the bank to deposit/withdraw money?
- If you have a Facebook page or other social media accounts - when are you going to update them?
- Are you going to create a press release?
- Have you created and updated your profit and loss spreadsheet?
- When are you going to practice your final presentation?

Date of Next Meeting: _____