***Semester* 20*yy* BUS 450 Strategic Management**

**Team *##* Meeting**

***mm/dd/ccyy***

**Meeting Objective:**

*Example:* This will be our official kickoff meeting as a team. This is the opportunity to learn about each other and proposed accomplishments for the semester.

**Agenda:** *example*

* Introductions
* Virtual communication methods: pick a tool
* Organizing additional meetings: Doodle polls
* Team member roles
* Individual involvement and investment to the team
* Team Charter
* General Q&A

*List of action items from meeting with due dates and responsibilities will be filled in during the meeting*

|  |  |  |
| --- | --- | --- |
| Action Item | Assigned To | Due Date |
| Item 1 | Person 1 | Mm/dd/yy |
| Item 2 | Person 2 | Mm/dd/yy |
| Insert additional rows as needed | More people | Due dates noted |

**Date and time of next meeting:**

Regular meetings will be held on *day* at *time (specific eastern, central, etc)* via *specify tool to be used or location*. The same link and meeting number can be used for all our meetings; see below.

*example*

**BUS 450 Strategy Team Fall 2016**

<https://global.gotomeeting.com/join/975111222>

**You can also dial in using your phone.**

United States : +1 (777) 222-3122

Access Code: 975-111-222

Ad hoc meetings will be arranged through Doodle Polls *or other meeting arrangements*

**Items covered:**

Team members present: *list names*

Team members absent: *list names*