|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | Location: |  | Start and End Time: |  |
| Date and Time of Next Meeting: |  |
| Team Members Present: |  |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item or Issue | TFI Item # | Time | Action Needed | Person Responsible | New Issue | Old Issue |
| **Celebrations** |  |  |  |  |  |  |
| **Announcements** |  |  |  |  |  |  |
| **Review Past Meeting Notes** |  |  |  |  |  |  |
| **Issues Identified for Discussion** |
| Item or Issue | TFI Item # | Time | Action Needed | Person Responsible | New Issue | Old Issue |
| **Issue 1:** |  |  |  |  |  |  |
| **Issue 2:** |  |  |  |  |  |  |
| **Issue 3:** |  |  |  |  |  |  |
| **Issue 4:** |  |  |  |  |  |  |
| **Issue 5:** |  |  |  |  |  |  |
| **Issue 6:** |  |  |  |  |  |  |
| **Items to Add to Plan of Action** |
| **Item or Issue** | **TFI Item #** | **Time** | **Action Needed** | **Person Responsible** | **New Issue** | **Old Issue** |
| **Item 1** |  |  |  |  |  |  |
| **Item 2** |  |  |  |  |  |  |
| **Item 3** |  |  |  |  |  |  |
| **Goals/Discussion Topics for Next Meeting** | **Additional Notes** |
|  |  |