Problem-Solving Team Meeting Agenda Template\*

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| --- | --- |
| **Date and time:** |  |
| **Location:** | If the meeting was held virtually, indicate the platform, room link, and the “owner” of the room. |
|  | List the names of the meeting participants: |
|  | 1. |
| **Attendees:** | 2. |
|  | 3. |
|  | **Notes:** |
|  | Use this field to list the names of attendees who cannot attend as |
|  | well as their reason |
|  | 1 |
|  | 2 |
|  | 3 |

**Action Item #1 - [Task name] (℅ [name of task owner])**

* Review of action items from the previous meeting
* Progress updates on assigned tasks based on reports

**Notes:**

* You may indicate here any notes about the task. Does it have to be done again? Delegated to another person? Continued until the next progress check?

**Action Item #2 - [Task name] (℅ [name of task owner])**

* Review of action items from the previous meeting
* Progress updates on assigned tasks based on reports

**Notes:**

* You may indicate here any notes about the task. Does it have to be done again? Delegated to another person? Continued until the next progress check?

**Previous meeting review:**

* **Problem 1:** Insert problem and length of discussion time
  + ℅ [insert name of person to handle the item]
  + Any notes on the topic

**Problem statement:**

* **Problem 2: I**nsert problem and length of discussion time
  + ℅ [insert name of person to handle the item]
  + Any notes on the topic
* **Problem 3:** Insert problem and length of discussion time
  + ℅ [insert name of person to handle the item]
  + Any notes on the topic

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| --- | --- |
| **Problem # 1** | Problem - give a background of the problem/issue  ℅ [name of person to handle the topic]  Allotted time: [x] minutes |
| **Possible Solutions** | Problem 1: [Problem Name based on above]   * Solution #1 - [Task] (℅ [employee name])   + Enumerate the pros & cons of the solution / feasibility / potential impact of the solution   + Deadline: [insert date]   + Notes: * Solution #2 - [Task] (℅ [employee name])   + Enumerate the pros & cons of the solution / feasibility / potential impact of the solution   + Deadline: [insert date]   + Notes: |
| **Action Plans** | Leave this section blank before the meeting. You may use this section for unexpected discussions or time-sensitive issues that may arise during the meeting. |

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| **Problem # 2** | * Problem - give a background of the problem/issue * ℅ [name of person to handle the topic * Allotted time: [x] minutes |
| **Possible Solutions** | Problem 2: [Problem Name based on above]   * Solution #1 - [Task] (℅ [employee name])   + Enumerate the pros & cons of the solution / |

|  |  |
| --- | --- |
|  | feasibility / potential impact of the solution   * Deadline: [insert date] * Notes: * Solution #2 - [Task] (℅ [employee name])   + Enumerate the pros & cons of the solution / feasibility / potential impact of the solution   + Deadline: [insert date]   + Notes: |
| **Action Plans** | Leave this section blank before the meeting. You may use this section for unexpected discussions or time-sensitive issues that may arise during the meeting. |

**Next meeting date and time:**

What time the meeting ended

**Adjournment:**

\**Feel free to customize these templates according to your specific meeting requirements and add or remove sections* as needed.