



*Team Meetings*

Date: \_\_\_/\_\_\_/\_\_\_ Location: \_\_\_\_\_  
Preparation: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Follow Up/To Do:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
Notes: \_\_\_\_\_ © AllAboutTheHouse  
<http://www.allaboutthehouseprintables.com.au/>

Date: \_\_\_/\_\_\_/\_\_\_ Location: \_\_\_\_\_  
Preparation: \_\_\_\_\_  
Topic: \_\_\_\_\_  
Follow Up/To Do:  
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 \_\_\_\_\_  
Notes: \_\_\_\_\_