**TEAM MEETING**

**Date:**

**Attendees:**

**Apologies:** Those who couldn’t make it

**Chair:** Person leading the meeting

**Minutes:** The designated notetaker

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Item** | **Person** | **Actions** (Tasks assigned to attendees during the meeting) |
| 11:00am | 1. **Welcome and Acknowledgement of Country**   **Online version:** I would like to begin this meeting by acknowledging that wherever we are calling in from today we are on Aboriginal land. I am on the land of (***insert land and people here*** e.g., the Wurundjeri people of the Kulin Nations) and I pay respects to their Elders past and present and extend that respect to any First Nations people in the meeting today. Please put what Aboriginal land you are on in the chat box. I would also like to acknowledge that this always was and always will be Aboriginal land.  **In person:**  I would like to begin this meeting by acknowledging that this meeting is being held on (insert land and people here - e.g. the land of the Wurundjeri people of the Kulin Nations) and would like to pay my respects to their elders past and present and extend that respect to any First Nations people in the meeting today. I would also like to acknowledge that this always was and always will be Aboriginal land. | Chair |  |
| 11.05am | **Icebreaker**  Check out our icebreaker ideas on YERP! | All |  |
| 11:15am | 1. **Portfolio Updates**   (A portfolio is your collection of projects and responsibilities. This is where you update the group on your progress, challenges etc.)   * 1. Topic   2. Topic   3. Topic   4. Topic | All |  |
| 11:30am | 1. **Major Projects**   (Broad discussion about large ongoing projects |  |  |
| 11:45am | 1. **Upcoming Opportunities** |  |  |
| 11:55am | 1. **Any Other Business** (a chance to raise a topic or issue that isn’t on the agenda) | All |  |
| 12:00pm | 1. **Meeting Close and Next Steps** | Chair |  |