Agenda

Date:_____

Team:_____ **Members Present:**_____

Facilitator: _____ **Scribe:** _____

Topic	End Result	Process	Champion	Time
Check in:	*How are You? Anything in the way?*	*"Go-round"*	*Facilitator*	*TBA*
Check out:	*Present that contributed to good meeting?*	*"Go-round"*	*Facilitator*	*TBA*
	Missing that would have made it better?			