# Team Meeting Recap

**Purpose:** This document summarizes key discussion points, decisions, and action items from a recent team meeting. It serves as a reference for team members to align on outcomes and responsibilities.

## Meeting Details

* **Date:** {meetingDate}
* **Time:** {meetingTime}
* **Location:** {meetingLocation}
* **Facilitator:** {facilitator}

## Attendees

|  |  |
| --- | --- |
| **Name** | **Role** |
| {#attendees}{name} | {role}{/attendees} |

## Agenda Items Covered

{#agendaItems}

1. **{title}:** {description}

{/agendaItems}

## Key Discussion Points

{#discussionPoints}

* {point}

{/discussionPoints}

## Decisions Made

{#decisions}

* **{decisionTitle}:** {decisionDetail}

{/decisions}

## Action Items

|  |  |  |
| --- | --- | --- |
| **Task** | **Owner** | **Due Date** |
| {#actionItems}{task} | {owner} | {dueDate}{/actionItems} |

## Next Steps

{#nextSteps}

* {step}

{/nextSteps}

## Next Meeting

* **Date:** {nextMeetingDate}
* **Time:** {nextMeetingTime}
* **Location:** {nextMeetingLocation}

{#additionalNotes}

## Additional Notes

{note}

{/additionalNotes}