

Getting Help with Scheduling Team Meetings

DATE:

TO:

FROM:

SUBJECT: Team meeting for _____
(Student)

Dear Team:

We will be meeting on _____ at _____ to discuss the progress of
(Date) (Time)
_____. The location of the meeting will be in _____.
(Student)

Please be prepared to contribute to the meeting.

To remind everyone, the following items were discussed during our last meeting:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

High priority items for the upcoming meeting are the following:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Please feel free to contact me by phone or email if you have any questions.

Phone:

Email: