Team Offsite Meeting

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Every team offsite meeting is different depending on your objective, but this agenda template will help you keep things on track.

- [ ] **Objectives – why we're here**

Summary:	Next Steps:

- [ ] **Ground rules**

Summary:	Next Steps:

- [ ] **Activities/sessions**

Summary:	Next Steps:

- [ ] **Next steps**

Summary:	Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared