

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