**Cross-Functional Team Meeting Minutes**

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| --- | --- | --- | --- |
| **Date:** |  | **Time:** |  |
| **Location/Platform** |  | | |
| **Meeting Facilitator:** |  | | |
| **Note Taker:** |  | | |

**1. Attendees**

|  |  |
| --- | --- |
| (List all participants and their departments/roles) | |
| **Present** | **Absent** |
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|  | **`** |
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**2. Meeting Purpose**

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| (Briefly state the main objective of the meeting) |

**3. Agenda Items & Discussion**

1. **Project/Initiative Updates**
   * Key progress reports from each department
   * Issues faced and solutions proposed
2. **Collaboration Opportunities**
   * Areas requiring cross-team input
   * Resource sharing and coordination needs
3. **Challenges & Risks**
   * Identified roadblocks
   * Suggested actions to mitigate risks
4. **Next Steps & Deliverables**
   * Agreed tasks, responsibilities, and timelines

**4. Decisions Made**

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**5. Action Items**

| **Task/Action** | **Responsible Person** | **Department** | **Deadline** | **Status** |
| --- | --- | --- | --- | --- |
| Example: Draft campaign brief | Sarah J. | Marketing | Sept 20, 2025 | In Progress |
|  |  |  |  |  |

**6. Next Meeting**

**Date & Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Location / Platform:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Additional Notes**

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