# Hypercontext

## Team Meeting Template

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Add your conversation topics to this meeting agenda to ensure they are discussed at the next team meeting.

☐ 🎉 Who deserves a shoutout? What did they do?

Summary:                                   Next Steps:

_____          _____
_____          _____
_____          _____

☐ What can we do to improve our office environment?

Summary:                                   Next Steps:

_____          _____
_____          _____
_____          _____

☐ If any, what's one process we can automate?

Summary:                                   Next Steps:

_____          _____
_____          _____
_____          _____