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| **Team Meeting Record** |  |

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| **Date/time:** |  |
| **In attendance:** |  |

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| **Agenda**   1. **New matters: significant issues** 2. **Ongoing matters: significant issues** 3. **Closed matters: significant issues** 4. **Review of complex and high risk matters** 5. **Fee earner caseload/inactivity reports** 6. **Training needs, ‘continuing competence’ and evaluation of recent training** 7. **Legal update** 8. **SRA compliance issues/update/breach reports** 9. **Undertakings** 10. **File reviews** 11. **Register of experts and counsel** 12. **Quality Procedures Manual update** 13. **Any other business** |

**Meeting Notes**

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| **1. New matters: significant issues** |
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| **2. Ongoing matters: significant issues** |
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| **3. Closed matters: significant issues** |
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| **4. Review of complex and high risk matters** |
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| **5. Fee earner caseload/inactivity reports** |
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| **6. Training needs, ‘continuing competence’ and evaluation of recent training** |
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| **7. Legal update** |
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| **8. SRA compliance issues/updates/breach reports** |
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| **9. Undertakings** |
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| **10. File reviews** |
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| **11. Register of experts and counsel** |
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| **12. Quality Procedures Manual update** |
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| **13. Any other business** |
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