

TEAM BRIEFING

Team Brief - Feedback Form

Briefing Team:

Prepared by:

Date of Briefing:

Time:

Unanswered questions from this brief:

(Remember: It is your responsibility to report back answers to these questions. Questions should be answered within 10 working days).

Item of most interest:

Positive suggestions made:

What does the Team want to know more about (in future Briefs):