

Sports Team Travel Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda Items

1. Welcome and Introductions
2. Review of Travel Itinerary
3. Transportation Arrangements
4. Accommodation Details
5. Meal Planning
6. Code of Conduct and Team Expectations
7. Q&A Session
8. Next Steps and Closing Remarks

Important Contacts

- Team Manager: [Insert Name and Contact]
- Assistant Coach: [Insert Name and Contact]
- Travel Coordinator: [Insert Name and Contact]

Looking forward to seeing everyone there!