[](https://www.smartsheet.com/try-it?trp=11594&utm_source=integrated-content&utm_campaign=/content/team-meeting-templates&utm_medium=Team+Meeting+Agenda+doc+11594&lpa=Team+Meeting+Agenda+doc+11594)**TEAM MEETING AGENDA TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| TEAM NAME | | | FACILITATOR | |
|  | | |  | |
| TEAM MEMBERS REQUESTED TO ATTEND | | | | |
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| AGENDA |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
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