**PROJECT PLANNING MEETING
AGENDA TEMPLATE**

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| --- | --- |
| 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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