**PROJECT TEAM MEETING
AGENDA TEMPLATE**

PROJECT NAME

COMPANY NAME

Meeting Date: MM/DD/YY

|  |  |  |
| --- | --- | --- |
| MEETING TITLE | START TIME | END TIME |
|  |  |  |
| DEPARTMENT |  |
|  |  |
| MEETING CREATED BY | FACILITATOR | MINUTE TAKER | TIMEKEEPER |
|  |  |  |  |
| CALL-IN NUMBER | CALL-IN CODE | WEB LINK |
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| PRIOR TO MEETING, PLEASE READ | PLEASE BRING TO MEETING |
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| ATTENDEES REQUESTED |
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| AGENDA ITEMS |   |   |   |
| **AGENDA ITEM DESCRIPTION** | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
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