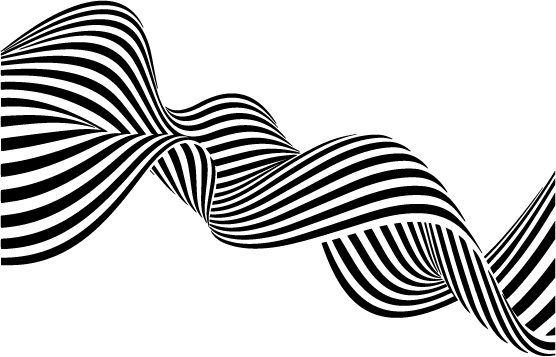
**[](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Team+Meeting+Agenda-word-11860&lpa=Project+Team+Meeting+Agenda+word+11860)PROJECT TEAM MEETING   
AGENDA TEMPLATE**

PROJECT NAME

COMPANY NAME

Meeting Date: MM/DD/YY

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| MEETING TITLE | | | START TIME | END TIME |
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| DEPARTMENT | |  | | |
|  | |  | | |
| MEETING CREATED BY | FACILITATOR | MINUTE TAKER | TIMEKEEPER | |
|  |  |  |  | |
| CALL-IN NUMBER | CALL-IN CODE | WEB LINK | | |
|  |  |  | | |
| 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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Description automatically generated with medium confidence**

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