[](https://www.smartsheet.com/try-it?trp=12156&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Work+Meeting+Timetable-word-12156&lpa=Sample+Work+Meeting+Timetable+word+12156)**Work Meeting Timetable   
Template Example**

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| --- | --- | --- | --- |
| Meeting Information | | | |
| Date | Location | Start Time | End Time |
| 05/15/20XX | Positive Charge Headquarters, Conference Room A | 9:00 AM | 11:30 AM |
| Meeting Type | Meeting Agenda | | |
| Strategic Planning Meeting | Discuss the expansion of EV charging stations in urban areas, review the budget allocation, and set key milestones for Q2. | | |

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| Attendees & Agenda | | | | |
| # | Invited Persons | Topics of Discussion | Duration | Contact |
| 1 | Alexandra Mattson | Introduction and Objectives | 10 minutes | 555-1234 |
| 2 | Brian Gorman | Expansion Plans and Location Prioritization | 25 minutes | 555-5678 |
| 3 | Diana Kennedy | Budget Review and Allocation | 20 minutes | 555-8765 |
| 4 | Kiran Gupta | Key Milestones and Project Timeline | 15 minutes | 555-4321 |
| 5 | Olivia Carter | Risk Assessment and Mitigation Strategies | 20 minutes | 555-3456 |
| 6 | Everett Crosse | Final Q&A and Action Items | 10 minutes | 555-6543 |

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| Refreshments List |  | Notes |
| Coffee |  | 1. Ensure all presentation materials are prepared and reviewed by March 14. |
| Assorted Pastries |  | 2. Alexandra Mattson will send out the pre-read documents by March 10. |
| Fresh Fruit Platter |  | 3. Diana Kennedy to provide an updated budget report during the meeting. |
| Bottled Water |  | 4. Brian Gorman will lead the discussion on location prioritization. |
| Juice |  | 5. Kiran Gupta to draft the project timeline and circulate it post-meeting. |
| Tea |  | 6. Olivia Carter will prepare a preliminary risk assessment report. |

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