**Work Meeting Timetable
Template Example**

|  |
| --- |
| 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. |

|  |
| --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| 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. |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |