**PMO MEETING AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|  |  | 10:30 AM | 11:45 AM |
| MEETING TITLE  | FACILITATOR |
|  |  |
|  |  |  |  |  |
| 1. NOTABLE ACHIEVEMENTS  |
| Success stories and project/portfolio highlights |
|  |  |  |  |  |
| 2. PROJECT NAME A |
| AGENDA ITEM | NOTES | TO BE PRESENTED BY | ACTION TO BE TAKEN BY |
| Goal progress review |  |  |  |
| Review of previous meeting action items |  |  |  |
| Housekeeping |  |  |  |
| New business for next meeting |  |  |  |
|  |  |  |  |  |
| 3. PROJECT NAME B |
| AGENDA ITEM | NOTES | TO BE PRESENTED BY | ACTION TO BE TAKEN BY |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| 4. PROJECT NAME C |
| AGENDA ITEM | NOTES | TO BE PRESENTED BY | ACTION TO BE TAKEN BY |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| 5. NEXT MEETING |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|   |   |  |  |

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