**[A green sign with white text

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

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| DATE | MEETING LOCATION | |
| MM/DD/YY |  | |
| MEETING TITLE / PROJECT NAME | | |
| Name | | |
| FACILITATOR | | |
| Name | | |
| AGENDA |  |  |
| TOPIC | DEPARTMENT / LEADER | DISCUSSION POINTS |
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| NEXT MEETING |  |  |
| DATE | LOCATION | |
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