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

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| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| TEAM NAME | | | FACILITATOR | |
|  | | |  | |
| TEAM MEMBERS REQUESTED TO ATTEND | | | | |
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|  |  |  |  |  |
| AGENDA |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
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