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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | | |
| Thursday, November 11 | Conference Room 1A | | | |
| MEETING TITLE | | | START TIME | END TIME |
| November Team Meeting | | | 10:30 AM | 12:30 PM |
| TEAM NAME | | | FACILITATOR | |
| Project Team A | | | Jeff P. | |
| TEAM MEMBERS REQUESTED TO ATTEND | | | | |
| Matthew B. | Sarah C. | Kelsey C. |  | |
|  |  |  |  | |
|  |  |  |  |  |
| AGENDA |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Purpose of Meeting and Objectives | |  | 10:30 AM | 0:05 |
| 2. Assign Minute Taker and Timekeeper; Define Roles | |  | 10:35 AM | 0:05 |
| a. Minute Taker: [Name] | |  |  |  |
| b. Timekeeper: [Name] | |  |  |  |
| 3. Review Prior Action Item List | |  | 10:40 AM | 0:20 |
| 4. Agenda Items | |  | 11:00 AM | 1:00 |
| a. Action Item | |  |  |  |
| i. Item Terms | |  |  |  |
| ii. Item Description | |  |  |  |
| iii. Item Participants | |  |  |  |
| b. Action Item | |  |  |  |
| i. Item Terms | |  |  |  |
| ii. Item Description | |  |  |  |
| iii. Item Participants | |  |  |  |
| c. Action Item | |  |  |  |
| i. Item Terms | |  |  |  |
| ii. Item Description | |  |  |  |
| iii. Item Participants | |  |  |  |
| 5. Review of New Action Items' Terms and Descriptions | |  | 12:00 PM | 0:10 |
| 6. Proposals for Next Meeting Agenda | |  | 12:10 PM | 0:10 |
| 7. Evaluation of Current Meeting | |  | 12:20 PM | 0:10 |
| 8. Adjournment | |  | 12:30 PM |  |

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