**PROJECT PLANNING MEETING
AGENDA TEMPLATE EXAMPLE**

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| 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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