[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11223&utm_source=integrated+content&utm_campaign=/content/pmo-templates&utm_medium=PMO+Meeting+Agenda+doc+11223&lpa=PMO+Meeting+Agenda+doc+11223&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**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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