[](https://www.smartsheet.com/try-it?trp=12156&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Work+Meeting+Timetable-word-12156&lpa=Blank+Work+Meeting+Timetable+word+12156)**Work Meeting Timetable   
Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Information | | | |
| Date | Location | Start Time | End Time |
|  |  |  |  |
| Meeting Type | Meeting Agenda | | |
|  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendees & Agenda | | | | |
| # | Invited Persons | Topics of Discussion | Duration | Contact |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Refreshments List |  | Notes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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