**[](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Project+Meeting+Agenda-word-12241&lpa=Basic+Project+Meeting+Agenda+word+12241)Basic Project Meeting Agenda Template**

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| --- | --- | --- |
| Date | Meeting Location | |
| MM/DD/YY |  | |
| Meeting Title / Project Name | | |
| Name | | |
| Facilitator | | |
| Name | | |
| Agenda |  |  |
| Topic | Department / Leader | Discussion Points |
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| Next Meeting |  |  |
| Date | Location | |
| MM/DD/YY |  | |

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