**Project Planning Meeting Agenda Example**

|  |  |
| --- | --- |
| Date | Location |
| MM/DD/YY | Main Conference Room |
| Meeting Title | Start | End |
| New Podcast Kickoff | 11:00 AM | 12:00 PM |
| Team Name | Facilitator |
| True Crime Time Podcast | Victoria Pearson |
| Team Members Requested to Attend |
| Sasha Petrov | Tamika Marshall  | Victoria Pearson |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| Agenda |   |   |   |   |
| **Content** | **To Be Presented by** | **Start Time** | **Duration** |
| 1. Introduce meeting objectives | Victoria Pearson | 10:30 AM | 0:05 |
| 2. Define roles for the podcast |   | 10:35 AM | 0:05 |
| *a. Assign team members to each role* |   | 10:40 AM | 0:10 |
| *b. Address questions about roles* |   | 10:50 AM | 0:10 |
| 3. Outline action items |   | 11:00 AM | 0:20 |
| 3. Assign action items |   | 11:20 AM | 0:20 |
| 5. Set dates for action items |   | 11:40 AM | 0:10 |
| 6. Set date for next meeting |   | 11:50 AM | 0:05 |
| 7. Answer questions |   | 11:55 AM | 0:20 |
| 8. Adjournment |   | 12:15 PM |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

**Project Planning Meeting Agenda**

|  |  |
| --- | --- |
| Date | Location |
|  |  |
| Meeting Title | Start | End |
|  |  |  |
| Team Name | Facilitator |
|  |  |
|  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Agenda |   |   |   |   |
| **Content** | **To Be Presented by** | **Start Time** | **Duration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |