**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Project+Planning+Meeting+Agenda-word-12241&lpa=Project+Planning+Meeting+Agenda+word+12241)Project Planning Meeting Agenda Example**

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| --- | --- | --- | --- | --- | --- |
| 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 |  | |
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| 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 |  |
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**Project Planning Meeting Agenda**

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