

# Meeting Agenda

|                     |  |                     |  |
|---------------------|--|---------------------|--|
| Project Name/Number |  | Project Owner       |  |
| Meeting Location    |  | Call-in Number      |  |
| Project Manager     |  | Meeting Date & Time |  |

| Invitees | Project Role | Attended |
|----------|--------------|----------|
|          |              |          |
|          |              |          |
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|          |              |          |
|          |              |          |

| PRE-MEETING ASSIGNMENTS |                    |                |
|-------------------------|--------------------|----------------|
| Pre-Meeting Assignments | Person Responsible | Estimated Time |
| 1.                      |                    |                |
| 2.                      |                    |                |
| 3.                      |                    |                |

*If you are unable to accept the assignment, please notify the project manager as quickly as possible so other arrangements can be made.*

| MEETING AGENDA |                |
|----------------|----------------|
| Meeting Topics | Estimated Time |
| 1.             |                |
| 2.             |                |
| 3.             |                |
| 4.             |                |
| 5.             |                |
| 6.             |                |
| 7.             |                |

*Every effort will be made to keep discussions on-topic and moving forward. In the event more time is needed, a later meeting can be scheduled or a new communication can be delivered.*

| ACTION ITEMS   |             |        |
|--|-------------|--------|
| Post-Meeting Action Items  | Assigned To | Due On |
| 1.   |             |        |
| 2.   |             |        |
| 3.   |             |        |
| 4.   |             |        |
| 5.   |             |        |
| 6.   |             |        |
| 7.   |             |        |
| 8.   |             |        |
| 9.   |             |        |
| 10.  |             |        |
| 11.  |             |        |
| <i>Please notify the project manager if the completion of any action item will extend beyond the due date.</i> |             |        |

Meeting Notes:

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).