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| LOGO |

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| Organisation [Name] |
| Department [Name] |
|  |
| **<Meeting Agenda>** |
| **<Project Name>** |
|  |
| Date: <Date> |
| Doc. Version: [Status]  |
|  |

 Template version: 3.0.1

This artefact template is aligned with the PM² Guide V3.0

For the latest version of the templates visit:
https://www.pm2alliance.eu/publications

The PM² Alliance is committed to the improvement of the PM² Methodology and of its supporting artefact. Project management best practices and community contributions & corrections are incorporated in the
PM² Alliance’s artefact templates.

**Join the PM² Alliance and visit the PM² Alliance GitHub to provide your feedback & contribution: https://github.com/pm2alliance

Meeting Agenda

**<Project Name>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Title:** |  | **Meeting Date/Time:** |  |
| **Meeting Type:** |  | **Meeting Location:** |  |
| **Meeting Coordinator:** |  | **Issue Date:** |  |

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| **Participant Name** *(invited)* | **Initials** | **Organisation / Email** |
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| **Meeting Objectives** |
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| **Agenda Items**  | **Time** | **Owner** |
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| --- | --- |
| **Related Documents** | **Location** |
| XYZ.doc | U:\ProjectX\Documents\ |
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