Global PMO Solution

Meeting Agenda Template

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| --- | --- |
| **Meeting Objective** | Summary of the meeting objectives |

|  |  |
| --- | --- |
| Meeting Chair Person |  |
| **Date:** **Time:** **Location:** **Contact Phone:**  |  |
| List of Attendees | **Required** | **Optional** | **Attended (Y/N)** |
| Name 1 | **Y** |  | **Y** |
| Name 2 |  | **Y** | N |
|  |
| Time (Location EST) | **Agenda Discussion Item** | **Presenter** |
| *8:00 am – 9:00 am* |  |  |
| *8:00 am – 9:00 am* |  |  |
| *8:00 am – 9:00 am* |  |  |
| *8:00 am – 9:00 am* |  |  |
| Conclusion |  |