Global PMO Solution

Meeting Agenda Template

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

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| --- | --- | --- | --- | --- |
| 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 |  | | | |