**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12175&utm_source=template-word&utm_medium=content&utm_campaign=team+meeting+agenda+template-word-12175&lpa=team+meeting+agenda+template+word+12175)Team Meeting Agenda Template**

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| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| TEAM NAME | | | FACILITATOR | |
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| TEAM MEMBERS REQUESTED TO ATTEND | | | | |
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| AGENDA |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
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