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| **Meeting Agenda Template** |
| * Meeting Date: * Meeting Time: * Purpose of meeting: |
| * List of Attendees: |
| * Agenda (To be sent to invitees in advance)   1. Review follow ups and updates from the last meeting   2. Discuss accomplishments since the last meeting   3. Highlight upcoming milestones and deliverables   4. Capture any new issues or risks. Identify whether these items can be managed by the team or if some of them need to be escalated to cross functional leaders or project sponsors. |