Project Management Meeting

Generated by Hypercontext.com

Whether you're meeting with key stakeholders or a team of PMs, this meeting agenda will help you take action based on important elements of any project.

- [ ] **Objectives (5 min)**

Summary:	Next Steps:

- [ ] **Project updates round table (20 min)**

Summary:	Next Steps:

- [ ] **Roadblocks and risks (10 min)**

Summary:	Next Steps:

- [ ] **Deadlines and major milestones (10 min)**

Summary:	Next Steps:

- [ ] **Budget (5 min)**

Summary:	Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared