
Project Management Meeting

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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:
