



Project No. XXX: [Project Name]  
Corporate Sponsor: [Corporate Sponsor Name]

## [Technical Manager/Client] Meeting Agenda

Prepared By [Team Name]

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26 August 2019

# [Team Name] [Technical Manager/Client] Meeting Agenda

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**Date:** 26 August 2019    **Time:** 12:00 p.m.    **Location:** SPN X.XXX    **Duration:** XX minutes

## Purpose

- The quick brown fox jumps over the lazy dog.
- The quick brown fox jumps over the lazy dog.
- The quick brown fox jumps over the lazy dog.

## Agenda

1. The quick brown fox jumps over the lazy dog. (X min)
2. The quick brown fox jumps over the lazy dog. (X min)
  - (a) The quick brown fox jumps over the lazy dog.
  - (b) The quick brown fox jumps over the lazy dog.
3. The quick brown fox jumps over the lazy dog. (X min)
  - (a) The quick brown fox jumps over the lazy dog.
  - (b) The quick brown fox jumps over the lazy dog.
  - (c) The quick brown fox jumps over the lazy dog.
4. The quick brown fox jumps over the lazy dog. (X min)
5. The quick brown fox jumps over the lazy dog. (X min)
6. The quick brown fox jumps over the lazy dog. (X min)
  - (a) The quick brown fox jumps over the lazy dog.
  - (b) The quick brown fox jumps over the lazy dog.

## Action Items

Item	DRI <sup>1</sup>	Deadline
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		

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<sup>1</sup>Directly Responsible Individual