



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

[Technical Manager/Client] Meeting Agenda

Prepared By [Team Name]

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Golf Hotel, India Juliett, & Kilo Lima

26 August 2019

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

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 ¹	Deadline
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		

¹Directly Responsible Individual