

Department: Name
 Author: **Name, first name**
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Place on xx.xx.xxxx

Project “Project Name” **Agenda for Project Meeting on xx.xx.xxxx**

Date, time: xx.xx.xxxx, 08:00 am
Location: Meeting room

Expected participants: Name 1 (company)
 Name 2 (company)
 ...

Agenda Items		
Item	Time	Topic
1.	8:00 am – 8:05 am	Opening/ Introduction
2.	8:05 am– 8:10 am	Approval of the minutes of xx.xx.xxxx
3.	8:10 am– 8:20 am	Open issues
4.	8:20 am– 9:00 am	New topic A 1. Xxx 2. Yyy
5.	9:00 am– 9:40 am	New topic B
6.	9:40 am– 9:50 am	Questions and answers
7.	9:50 am – 9:55 am	Agreement on date for follow-up meeting
8.	9:55 am – 10:00 am	AOB

Additional information:

Example: minutes, more detailed information about agenda items etc.