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General Team Meeting Agenda

Meeting title

Location	Date

Start time	End time

Facilitator

Team members in attendance	

1. Purpose of the meeting	Presenter	Start time	End time

2. Role assignment	Start time	End time

Communicate and collaborate with your team using Pumble, a business messaging app

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3. Review of the previous action items	Presenter	Start time	End time
ITEM #1:			
ITEM #2:			
ITEM #3:			
ITEM #4:			
ITEM #5:			

4. Current action items	Presenter	Start time	End time
ITEM #1:			
ITEM #2:			
ITEM #3:			
ITEM #4:			
ITEM #5:			

5. Analysis of the current action items (Discussion points, questions, or other impressions)

6. Topics for the next meeting	Start time	End time
TOPIC #1		
TOPIC #2		
TOPIC #3:		
TOPIC #4:		
TOPIC #5:		

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7. Questions and action items (Meeting summary and next steps)	Start time	End time

Next meeting title	Location	Date	Start time	End time

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