**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12127&utm_source=template-word&utm_medium=content&utm_campaign=Cross-Team+Collaboration+Meeting+Agenda-word-12127&lpa=Cross-Team+Collaboration+Meeting+Agenda+word+12127)Cross Team Collaboration**  **Meeting Agenda Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DAY AND DATE | LOCATION | | | |
|  |  | | | |
| MEETING TITLE | | | START TIME | END TIME |
|  | | |  |  |
| MEETING FACILITATOR | | |  |  |
|  | | | | |
| TEAM NAMES | | | TEAM LEAD | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
| TEAM MEMBERS REQUESTED TO ATTEND | | | | |
| *Name, Team* | *Name Team* | *Name, Team* | *Name, Team* | |
| *Name, Team* | *Name, Team* | *Name, Team* | *Name, Team* | |
| *Name, Team* | *Name, Team* | *Name, Team* | *Name, Team* | |
|  |  |  |  |  |
| AGENDA |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |