

Meeting Planning Tool

OBJECTIVE: Why are we meeting?

Yes No

 Is there a decision that needs to be debated or made?

 Is a meeting the best form of communication?

PEOPLE: Who needs to be there?

Who is the decision maker?

Who else needs to be there?

AGENDA: What topics do we need to cover?

Topics:

Decision Points:

Pre-Read Materials:

*Remember to check back in at the end of the meeting
to make sure you accomplished the objective*