

MEETING PURPOSE

Write a brief summary statement describing the purpose of the meeting

MEETING NAME: _____

MEETING PURPOSE: _____

MEETING PREPARATION

Important items for meeting preparation

MEETING ROOM LOCATION: _____ SET-UP

MEETING TIME: DATE: _____ START TIME: _____ END TIME: _____

MINUTES RECORDING: _____

AGENDA: _____

A/V NEEDS: _____

FOOD: _____

MEETING AGENDA

List items that will be discussed during meeting

▶ ▲ ▼ ITEM DESCRIPTION 

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▶ =DISCUSSED ▲ =DECISION ▼ =DELAYED  =TIME ALLOTTED

MEETING ACTION ITEMS

List action items

ACTION ITEM 1 _____



ACTION ITEM 2 _____



ACTION ITEM 3 _____



ACTION ITEM 4 _____



ACTION ITEM 5 _____



ACTION ITEM 6 _____



 =RESPONSIBLE PERSON(S)  =DEADLINES

MEETING FOLLOW-UP

Things to do once the meeting is over

NEXT MEETING LOCATION: _____

NEXT MEETING TIME: DATE: _____ START TIME: _____

MINUTES DISTRIBUTED

MEETING CLEAN-UP

NOTES: _____

MEETING ATTENDANCE/CONTACT

People to follow-up with

NAME ABOUT

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