

### 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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