◆ MEETING PLANNER | ORGANIZER | WORKSHEET ◆

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◆ 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

◆ MEETING ACTION ITEMS

List action items | responsible person(s) | deadlines

- ☐ ACTION ITEM DESCRIPTION
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◆ 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

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