

Meeting Planning Worksheet

Meeting and Subject: _____

Participants: _____

Venue/Location: _____

MY OBJECTIVES:

Short Term: _____

Long Term: _____

PARTICIPANTS EXPECTATIONS, ISSUES, BACKGROUND AND EXPERIENCE:

DECISIONS REQUIRED:

MEETING OPENING:

Purpose and Value of the Meeting (why the participants should participate):

MAJOR IDEAS (Agenda):

1. _____
2. _____
3. _____
4. _____
5. _____

Conversation Types:

Decision Making Approach(es):

Documentation Required:

MEETING CONTEXT:

Possible/Probable Next Steps (including who else may be informed of meeting outcome):
