MEETING PLANNER

AGENDA FOR: _____

DATE: _____ PLACE: _____

STARTING TIME: _____ ENDING TIME: _____

MEETING PURPOSE/OBJECTIVES: (i.e. This meeting will be a success if we…)

_____

_____

_____

_____

_____

Begin with main theme, cover items requiring creativity early, and reserve item of great interest/concern for the end.

AGENDA ITEM	PERSON RESPONSIBLE	TIME