

## Meeting Planning Worksheet

When planning a team meeting, here are some questions that will help you prepare for the best possible outcomes.

<b>What will the meeting cover?</b>
Primary Purpose:
Secondary Purpose:
Key Topics/Agenda Items:
Expected Results/Follow-Up:
Specific Resources Needed:

<b>Who Should Attend?</b>
Who is affected?
Who will contribute?
Who will "own" agenda/action items?
Who will fill key roles?

<b>When should the meeting be held?</b>
Best times for participants? (time of day, day of week, conflicting meetings)
How much time? (for all agenda items)?
When should reminders/notifications be sent?

<b>Where will the meeting be held?</b>
Most convenient site:
Can we teleconference?
Is a room available?