



Effective Meetings Quick Reference: *Agenda Planner*

Meeting Goal/Objective:

Why are you meeting? What do you hope to accomplish?

Attendees:

Who should come to the meeting so that you can accomplish the goal(s)?

Arrangements:

Date: _____

Time: _____

Expected Duration: _____

Location: _____

Preparation:

What should attendees bring with them? How can they prepare in advance?

Agenda item:

Time estimate:

Responsible party:

1) _____

___ minutes

2) _____

___ minutes

3) _____

___ minutes

4) _____

___ minutes

5) _____

___ minutes
