



<Meeting Title>

Purpose: <The meeting purpose answers the question, “Why Meet?”>

Desired Outcomes: <“A Desired Outcome is what your meeting aims to achieve, the expected result. Desired Outcomes are: brief written statements; specific and measurable; from the perspective of the participant; nouns not verbs.”>

By the end of this meeting, we will have:

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Agenda:

What	How	Who	Time
Start Up: – Welcome/ Purpose – Outcomes/ Agenda – Roles – Ground Rules – Decision Making	•	•	•
<Insert new row for each meeting topic>	•	•	•
	•	•	•
Meeting Evaluation	<ul style="list-style-type: none"> • Review Desired Outcomes • Determine next meeting date/ time • +’s and –’s of this meeting’s structure 	•	•