

Effective Meeting Template

Meeting Title		
Chaired by		Position
Date	Time	Duration
Attendees		
Purpose		
<input type="checkbox"/> To inform you about <input type="checkbox"/> To discuss <input type="checkbox"/> To make a decision about <input type="checkbox"/> To generate ideas for <input type="checkbox"/> To address the issue of		
Preparation		
<input type="checkbox"/> You need to be familiar with <input type="checkbox"/> You need to bring		
Desired Outcomes At the end of the meeting we should have:		
Agenda		
Action Statement		
Action	By Who	By When
Follow up The actions of this meeting will be followed up at ...		