

**MEETING GOAL:** (*what OUTCOME do we need to achieve by having that meeting*)

WHAT I NEED TO **INFORM THEM OF:**

WHAT I NEED TO **SHOW THEM:**

WHAT I NEED TO **INQUIRE OR FIND OUT FROM THEM:**

WHAT WE NEED TO **DECIDE:**

**OUTCOMES** from that meeting: (*what we have decided etc.*)

**TASKS** from that meeting:

WHO	DOES WHAT	BY WHEN	FOR WHOM

**NEXT** meeting?