

Meeting Planner Form

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<p>Purpose Why are you holding the meeting?</p>	
<p>Objective What should be achieved by the end of the meeting?</p>	
<p>Background Information <i>Information already known.</i> <i>Information needed.</i> <i>Limitations.</i> <i>Deadlines.</i> <i>Constraints.</i> <i>Resources available.</i></p>	
<p>Meeting Participants <i>Who would expect to be involved?</i> <i>Who needs information?</i> <i>Who can contribute?</i> <i>Who would provide support?</i> <i>Who might resist?</i></p>	
<p>Agenda Planning <i>Topics/issues to cover.</i> <i>Time allotted for each agenda item.</i> <i>Time needed for meeting.</i> <i>Start/end time.</i> <i>Meeting location/date.</i> <i>Assign note taking.</i></p>	
<p>Participant Preparation <i>Information given to participants.</i> <i>How should participants prepare before they come?</i></p>	
<p>Follow-up <i>Is another meeting necessary?</i> <i>Will a report be prepared?</i> <i>Who should know about the actions decided in the meeting?</i></p>	