

## Meeting Announcement & Guide

Meeting \_\_\_\_\_ Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location \_\_\_\_\_ Host \_\_\_\_\_

Purpose \_\_\_\_\_

### Participants

Leader \_\_\_\_\_

Recorder \_\_\_\_\_

Timekeeper \_\_\_\_\_

### Current Agenda \*(I=Information B=Brainstorming P=Problem-Solving D=Decision)

Item # \_\_\_\_\_ Time \_\_\_\_\_ Type\* \_\_\_\_\_ Leader \_\_\_\_\_

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Item # \_\_\_\_\_ Time \_\_\_\_\_ Type \_\_\_\_\_ Leader \_\_\_\_\_

### Future Agenda

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Requirements For An Effective Meeting

Purpose  Agenda  Participation  Action  Preparation  Initiating  Leadership

### Ground Rules

Begin and end on time

Participants set the agenda

Decisions by consensus (I can live with it)

Keep yourself and the meeting on track

One person speaks at a time

Participate fully

