

Meeting Planner

Meeting Date: _____ Start Time: _____
Location: _____ End Time: _____
Called by: _____ Break Times: _____
Facilitator: _____ Meeting Type: _____
Decision-Making Method: _____ Final Decision-Maker: _____
Please Bring: _____
Materials: _____
Special Notes: _____
Meeting Objectives:
1. _____
2. _____
3. _____

Stakeholder Analysis

Who	WIIFT?	Concerns/Issues	Win

Agenda:

Objective	Person Responsible	Allotted Time

Next Steps:

What?	By When?	Person Responsible?