

Meeting Topic Sequence

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the purpose

Meeting purpose

Needed outcome

Available duration

Preparation reference

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Order the topics

Opening update

Decision topic

Question topic

Closing review

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Prepare each topic

Background material

Proposed option

Information missing

Role to consult

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Leave a clear finish

Decision to record

Action to assign

Question to retain

Next meeting need
