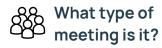
Meeting Preparation



Tell

Inform or direct

Staff or company meeting

Sell

Persuade or align people

"I want to run an idea by you."

Consult

Seeking advice and feedback.

"Here is the vision. What am I missing?"

Co-Create

Team collaboration.

"We want your ideas, questions, and decisions, and your actions. And we want you to carry it out."

Outcome What do you want the meeting to achieve?

Roles Who's in the room and what are they doing? Speaking, observing, or deciding?

Groundrules Set the tone for how people show up. (Examples: Be present. Be open. Be curious.)

Agenda	Topic	Presenter	Time
Welcome and Introductions	Opening remarksBrief introductions of each attendee	Olivia Wilson	8:30 am
Project Overview	 Presentation of project goals and objectives Discussion about the project scope and key deliverables 	Juliana Silva	8:40 am
Timeline and Milestones	Review of the project timelineDiscussion of major milestones and deadlines	Dani Martinez	9:00 am
Roles and Responsibilities	Outline of team roles and responsibilitiesAssignment of specific tasks and duties	Chad Gibbons	9:20 am
Communication Plan	 Explanation of communication channels and protocols Establishing a regular meeting schedule and reporting methods 	Lars Peeters	9:40 am
Q&A and Open Discussion	Opportunity to ask questions and provide feedback.Open discussion on any concerns or suggestions	Avery Davis	10:00 am
Next Steps and Action Items	 Summary of key decisions and action items Confirmation of the next meeting date and time 	Chiaki Sato	10:30 am

<u>Learn more</u>



Meeting Agenda

Date		Time	O Lo	ocation	
Attendo _person					
Title					
Outcome					
Agenda	Topic			Presenter	Time

Meeting Preparation

What type of meeting is it?		Tell	Sell	Consult	Co-Create
Outcome					
Roles					
Groundrules	3				
Agenda	Topic			Presente	Time