

# Meeting Preparation

	What type of meeting is it?	Tell	Sell	Consult	Co-Create
		Inform or direct Staff or company meeting	Persuade or align people to a vision. “I want to run an idea by you.”	Seeking advice and feedback. “Here is the vision. What am I missing?”	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	<ul style="list-style-type: none"><li>Opening remarks</li><li>Brief introductions of each attendee</li></ul>	Olivia Wilson	8:30 am
Project Overview	<ul style="list-style-type: none"><li>Presentation of project goals and objectives</li><li>Discussion about the project scope and key deliverables</li></ul>	Juliana Silva	8:40 am
Timeline and Milestones	<ul style="list-style-type: none"><li>Review of the project timeline</li><li>Discussion of major milestones and deadlines</li></ul>	Dani Martinez	9:00 am
Roles and Responsibilities	<ul style="list-style-type: none"><li>Outline of team roles and responsibilities</li><li>Assignment of specific tasks and duties</li></ul>	Chad Gibbons	9:20 am
Communication Plan	<ul style="list-style-type: none"><li>Explanation of communication channels and protocols</li><li>Establishing a regular meeting schedule and reporting methods</li></ul>	Lars Peeters	9:40 am
Q&A and Open Discussion	<ul style="list-style-type: none"><li>Opportunity to ask questions and provide feedback.</li><li>Open discussion on any concerns or suggestions</li></ul>	Avery Davis	10:00 am
Next Steps and Action Items	<ul style="list-style-type: none"><li>Summary of key decisions and action items</li><li>Confirmation of the next meeting date and time</li></ul>	Chiaki Sato	10:30 am

[Learn more](#)



# Meeting Agenda



Date



Time



Location



Attendees

\_person

Title

Outcome

Agenda	Topic	Presenter	Time
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