

Planning a meeting? Gain clarity for yourself and set expectations for the participants by filling out a PO3 and including it in the invite.

Name _____

Purpose

Why do this? What would be missing without this meeting?

PO3

Planning Meetings
with Purpose

Objectives

What do you want to achieve during the meeting? (Similar to an agenda)

Outputs

How will you document the meeting or its results? Do you need details notes? Will a photo of stickies suffice?

Outcomes

If it works, what effect(s) will you be able to observe? What is going to change? Short term? Long term?

