

Leading Productive Meetings (2018)

with Dave Crenshaw



LEARNING
WITH Lynda.com CONTENT

Date:	Start Time:
Leader:	Note Taker:
Two sentence summary of development:	
Follow up on action items from previous meeting (Provide brief notes if necessary):	
Time remaining for each attendee:	

Name:		
Who:	What:	When:
Name:		
Who:	What:	When:
Name:		
Who:	What:	When:
Name:		
Who:	What:	When:
Name:		Next Meeting Date:
Name:		Next Meeting Note Taker: