

## PRIOR TO A MEETING

Agenda		
Date:		
Item		
1.	What I've done since last meeting.	
2.	Questions, issues.	
3.	Feedback.	
4.	What I plan to do before next meeting.	
5.	The Next Thing.	
6.	The next meeting.	

**AFTER A MEETING**

<div>Meeting notes</div> <div>Date:</div> <div>Present:</div> <div>Things to do:</div> <table><tr><td>Who</td><td>When</td><td>What</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> <div>Key items discussed:</div> <div></div>			Who	When	What									
Who	When	What												