



PerfectMEETING

Day of Meeting _____ Date of Meeting _____

Start Time _____ End Time _____ MC _____

Meeting Place _____

Room Needs _____

GOAL FOR MEETING _____

Meeting Participants:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Agenda Items:

	Needed	Arrival
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

My Follow-Up (to do before next meeting):

- | | |
|----------|-------------|
| 1. _____ | Do by _____ |
| 2. _____ | Do by _____ |
| 3. _____ | Do by _____ |
| 4. _____ | Do by _____ |
| 5. _____ | Do by _____ |