Meeting Planning and Template

# Planning:

1. Write out the objectives of your meeting:

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| 1. |
| 2. |
| 3. |
|  |

1. Who will be in attendance and what action do you want them to take:

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| --- | --- |
| Group | Action |
| Ex.Manager | Start implementing new protocols |
|  |  |
|  |  |
|  |  |

1. Plan Agenda:

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| --- | --- | --- | --- |
| Agenda | Length | Start Time | Lead |
| Ex. Introduction | 5 mins | 10:00 | Pooja |
| Ex. New Protocol | 15 mins | 10:05 | Kinjal |
|  |  |  |  |
|  |  |  |  |

1. Materials Required:
* Stationary
* Projector
* Writing materials
* Post-its

# Running the Meeting:

Ensure to do the following:

1. Make the Objective of the meeting clear
2. Keep the agenda clearly visible
3. Mind the time outlined in the agenda
4. Make note of key points, especially action points
5. Ensure all voices have a chance to be heard
6. Move the actions decided on in the meeting ahead by assigning roles
7. Close meeting by reiterating points discussed, decided actions, and whether the objective of the meeting was met.

# Post Meeting:

1. Thank everyone for their participation
2. Send minutes and action points of the meeting to all
3. Follow up on assigned actions