**Meeting Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE of the Meeting (why the meeting):**

**PRODUCT or Desired Outcomes (what from the meeting):**

**PROCESS or Agenda (how):**

| **Timing** | **Topic & Structure (Questions/Tools)** | **Deliverable** |
| --- | --- | --- |
|  | Topic: what to discuss  Structure: how to discuss it (tools, questions, structure, etc.) | Tangible outcome from this agenda item |
|  |  |  |
|  |  |  |
|  |  |  |

**PARTICIPANTS (who needs to participate and how)**

**PREPARATION**