

PREPARATION

What do you expect the participants to have done when they arrive?
Have you made it clear the time you expect them to consider serious papers?
What about research or conversations they should have to prepare?

PAPERS

How does the information support critical thinking?
Link back to purpose, how does the information help achieve this?
Does the information discuss options and alternatives?



PURPOSE

Why is the meeting needed?
What's the outcome?
What's the success indicator?



PEOPLE

Who really needs to be there?
What's their role?
What do you expect from them?
What other skills; knowledge and experience do you need in the room?



PROCESS

What's the agenda
How do you make decisions
How do you keep progress on goals and actions?
Who gets a vote?

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Meeting Planner

 Purpose	 Process	 Papers
 People	 Preparation	