

PriorityTM MEETING PLANNER

Meeting (Issue/Purpose):

Specific Results To Be Achieved

Priority B	A	By the time we leave this meeting we should have:	Meeting Test (Go/No Go)

To Achieve These Results I Will Need

Result By Priority	These people:	This information/material:	Reference	Time Required

Date: _____ Start time: _____ End time: _____ Location: _____

Facilities/Equipment/Special Arrangements

	Costs		Ref.	Responsibility
	Est.	Act.		
Facilities & Equipment Costs			Plan Agenda Overleaf	
Participant Costs				
Total Meeting Costs				



MEETING PLANNER • AGENDA/OUTCOMES

Meeting (Issue/Purpose):

Chairperson:
 Contact:

Date: _____ Start time: _____ End time: _____ Location: _____

Item No.	Time	Agenda	Type	Decision/Action Summary	Ref.	Priority	Who Account.	By/When

Meeting Evaluation

What went well	Problems to Overcome	Solutions

Attendees: _____

Apologies: _____

Next Meeting Date: _____ Start Time: _____ End Time: _____ Location: _____ On a scale of 1-10 this meeting was a