

OAARs

Date:	Time:
Duration:	Location:
Purpose of this Meeting: _____ _____ _____ _____	
Attendees: _____ _____ _____ _____	Outcome: _____ _____ _____ _____
Agenda:	
Topic: _____ _____ _____ _____	Time Allotted: _____ _____ _____ _____
Roles:	
Name: _____ _____ _____ _____	Role: _____ _____ _____ _____
Rules: _____ _____ _____ _____ _____	

Discussions and Agreements:

The "Players"									
Decision Making Role: O = Owner A = Approver R = Reviewers P = Participants I = Informed GOAL, ACTIVITY, OBJECTIVE, OR DECISION								Checkpoint Date	Due Date

Plus Delta Review of the Meeting:

+ (What Worked)	▲ (What Could Be Changed)

Do Better Next Time:

Next Meeting Agenda:		Date:	Location:
Topic(s):	Objective:	Leader:	Time: