

MEETING

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

Discussions and Agreements:

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	