



**Reason to M.E.E.T**

- Make a decision
- Ensure understanding, coordination
- Engage creativity
- Team development

Scope	Date & Time	Location	Participants/Roles
<b>Input</b> <i>Come prepared</i>	<b>MEETING AGENDA</b> <i>Activities/time/leader</i>		<b>OUTPUT</b> <i>What we want to achieve</i>
	<b>SET-UP:</b> 5 minutes Review agenda, Q&A	Facilitator	Mutually understood Output goals
	<b>WORK:</b>		
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	<b>WORK:</b>		
	<b>NEXT STEPS:</b> <b>Summarize meeting decisions;</b> solicit commitments, dates for follow-through	All	Update action register – list of decisions with due dates and accountabilities