**MEETING PLANNER**

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| ***Meeting Name:*** |
| ***Meeting Purpose:***  Why is this meeting being called? |

**Meeting Preparation**

What are the key details in preparing to arrange this meeting?

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| ***Date:*** | ***Location:*** |
| ***Start Time:*** | ***End Time:*** |
| ***AV Needs:*** | ***Hospitality:*** |
| ***Special Arrangements:*** | |

**Meeting Participants**

Who is invited to this meeting? What is the method of invitation – phone, email, internal mail / external courier?

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**Meeting Agenda**

What is the agenda? Is a decision (D) required or is it for info (I)? Who is speaking to it? How much time is allocated?

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| **Item Description** | **D / I** | **🚹** | **🕑** |
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**Meeting Documents**

What is it? How will it be provided (in advance, handed out, part of a formal agenda package)? Who provides it?

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