

◆ MEETING PLANNER | ORGANIZER | WORKSHEET ◆

MPOW.VERSION 1.5
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◆ MEETING PURPOSE

Write a brief summary statement describing the purpose of the meeting

MEETING NAME:

MEETING PURPOSE:

◆ MEETING PREPARATION

Important items for meeting preparation

MEETING ROOM LOCATION

SET-UP

MEETING TIME | DATE:

| START TIME:

| END TIME:

MINUTES RECORDING

AGENDA

A/V NEEDS

FOOD

◆ MEETING AGENDA

List items that will be discussed during meeting

▶ ▲ ▼ ITEM DESCRIPTION

▶ = DISCUSSED | ▲ = DECISION | ▼ = DELAYED

◆ MEETING ACTION ITEMS

List action items | responsible person(s) | deadlines

ACTION ITEM DESCRIPTION



1

ACTION ITEM DESCRIPTION



1

ACTION ITEM DESCRIPTION



1

ACTION ITEM DESCRIPTION



1

ACTION ITEM DESCRIPTION



1

ACTION ITEM DESCRIPTION



1

◆ MEETING FOLLOW-UP

Things to do once the meeting is over

NEXT MEETING LOCATION

NEXT MEETING TIME | DATE:

| START TIME:

MINUTES DISTRIBUTED

MEETING CLEAN-UP

FOLLOW-UP COMMUNICATION

PHONE CALL:

EMAIL:

PERSONAL NOTE:

◆ MEETING REMINDER NOTES

Jot down thoughts, ideas, and reminders from the meeting