

# MEETING PLANNER

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|---------------------|-----------|
| Purpose of Meeting: |           |
| Date:               | Location: |
| Start time:         | End time: |

## THE MEETING SHOULD ACHIEVE THESE RESULTS:

| Item No. | Objective: By the time we leave this meeting, we should have: | Comments |
|----------|---|----------|
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|          |   |          |

## TO ACHIEVE RESULTS, I WILL NEED:

| Item No. | People | Information/Materials | Time required |
|----------|--------|-----------------------|---------------|
|          |        |                       |               |
|          |        |                       |               |
|          |        |                       |               |
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## FACILITIES / EQUIPMENT/SPECIAL ARRANGEMENTS

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| Prepared by: |  |
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