

MEETING NAME:		
DATE & TIME:		LOCATION:
MEETING PURPOSE:		ATTENDEES:
AGENDA ITEMS:	TIME & LEAD	NOTES & ACTION ITEMS
EVALUATE THE MEETING:	HOW CAN THE NEXT MEETING BE BETTER?	PLAN THE NEXT MEETING:
WE STAYED ON TRACK WITH OUR AGENDA <input type="checkbox"/>		
EVERYONE PARTICIPATED <input type="checkbox"/>		
WE ACHIEVED THE MEETING PURPOSE <input type="checkbox"/>		
WE CLARIFIED OUR NEXT STEPS <input type="checkbox"/>		
THE MEETING WAS TIME WELL SPENT <input type="checkbox"/>		