

Meeting Prep Form

Get the most out of a meeting by preparing for it. This form should be used instead of oral progress reports. Respond to each question. Make a copy and send it to your team's reporter at least two days prior to the meeting date.

Name	Today's Date	Meeting Time
Homework From Last Meeting	Comment	Completed
Successes/Wins/Achievements Since Last Meet		
What I/We Didn't Get Done, Yet Intended To		
The Challenges And Problems I/We Are Facing Right Now		
The Opportunities Which Are Available Right Now		
I/We Want To Call On The Participants In The Meeting To Do The Following		
What I Promise To Do By The Next Meeting		

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