

MEETING WORKSHEET: *Please use prior to meeting*

OUTLINE	TOPICS TO CONSIDER	PLAN
Outcome	Planned Outcome of Meeting	
Who	Who's invited (decision-makers & experts) What decisions can they make?	
Hot Buttons	Hot spots or stopping points	
Persuaders	What will motivate them to participate & make decisions?	
People Issues	People Issues <ul style="list-style-type: none"> ▪ Potential conflicts ▪ Resistance ▪ Concerns ▪ Level of comprehension People Solutions <ul style="list-style-type: none"> ▪ Who to involve ▪ What to ask them to do 	
Project Issues	Project Issues <ul style="list-style-type: none"> ▪ Specifications ▪ ROI ▪ Timeline ▪ Accountabilities ▪ Teamwork Project Solutions <ul style="list-style-type: none"> ▪ Define ▪ Design ▪ Initiate ▪ Validate 	
Results	Meeting Results People: Comprehension, Buy-in, Decisions Tasks: <ul style="list-style-type: none"> ▪ Actionable items ▪ Parked items ▪ Stalled items (Get help from...) 	
Next Steps	Next Steps <ul style="list-style-type: none"> ▪ Proposed ▪ Owned ▪ By When 	