

▼ BEFORE ▼

1 What is the context for the meeting?

2 What are the meeting objectives?

3 What are the desired meeting outcomes?

4 How should participants prepare for the meeting?

▼ DURING ▼

5 What is the meeting agenda?

6 What are the rules for behavior during the meeting?

7 What activities will you use to drive engagement?

▼ AFTER ▼

8 How will you follow up after the meeting?

9 When will the group reconvene? _____