

**Worksheet A**  
**Meeting Planning Outline**

<b>Name of group/action team:</b>		
<b>Meeting objective/s:</b>		
<b>Persons to invite:</b>		
<i>*Who's missing?</i>		
<b>Meeting date:</b>	<b>Meeting times:</b>	<b>Location:</b>
<b>Proposed meeting agreements (3 minimum):</b> 1. 2. 3. 4. 5.		
<b>Roles (3 minimum, include role and person):</b> 1. 2. 3. 4. 5.		
<b>Agenda items (3 minimum, including item, time needed, and lead):</b> 1. 2. 3. 4. 5.		