

Meeting Structure

Use the meeting template to keep the meeting on track and discuss what's most important



TODAYS MEETING Todays Meeting (*prioritise and discuss*)

DATE _____

TOPICS FOR DISCUSSION

Add a topic to discuss with your team

- 1.
- 2.
- 3.
- 4.

ACTIONS FROM THE MEETING

3WS Principles (WHAT, BY WHO, BY WHEN)

- 1.
- 2.
- 3.
- 4.

DECISIONS

Add a decision that the team has made in this meeting

- 1.
- 2.
- 3.
- 4.

CASCADING COMM. MESSAGES

Add a message that team members will share

- 1.
- 2.
- 3.
- 4.