

5-Minute Meeting Planner

Name and Location

Date

Start Time

End Time

Before the Meeting

What is the goal of this meeting, and how does it advance our top priorities?

What will we do in the meeting to achieve the goal? (Discussion? Presentation? Demonstration? Brainstorming? Prototyping? Other?)

What equipment or materials do I need?

Meeting Agenda

TOPICS	RESPONSIBLE	TIME

Notes

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At the End of the Meeting

Decisions

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Did we achieve the goal of this meeting? Yes No

If not, when and where will we do that?

Follow-Up

TASKS	RESPONSIBLE	DEADLINE

Notes