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| --- | --- | --- | --- |
| Time | Purpose (Update, Input, Decision) | Topic | Speaker |
| < start time> |  | * Meeting objectives/expected outcomes   <Always start with these to set the stage for what you want to accomplish> |  |
| < start time> | Input | * <List questions the group should be prepared to answer/give input on> |  |
| < start time> | Decision | * <List decision(s) to be made> |  |
| < start time> | Update | * <There should be very few agenda items with the Purpose of providing updates> |  |
| < start time> |  | * Recap action items and next steps   <Always end with this topic to clarify and reinforce accountability> |  |

Important notes (delete these before you use the template):

* Use this to increase the productivity of your meetings
* Always clarify the desired outcomes of the meeting, not just the topics to be discussed
* Make sure the time you have allotted is sufficient for the topic.
* For each topic, clarify the purpose: to gather input, make a decision, or provide an update. If the purpose for most of the topics is to provide an update, ask yourself if you really need a meeting.
* Put the topics in the order that makes the most sense but make sure the highest priority items get enough time. The order shown above (input, decision, update) is simply an example.
* Allow at least 5 minutes to recap at the end