

## Meeting Worksheet

Date:	Place:	Time:	
Time keeper:	Scribe:	Facilitator:	
<b>Purpose:</b> (How will this meeting improve performance?)			
<b>Desired Outcomes</b>			
Participants			
Regrets:			
Item	Lead By:	Preparation Required:	Time
Action Log		By Whom	By When
Parking Lot:			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			
<b>Process Check</b>		Score	Value Index
<b>Meeting Rating</b> (1 is low, 10 is high)			
<b>One change</b> for next time that would improve this meeting:			