

Powerful Meeting Course Notes

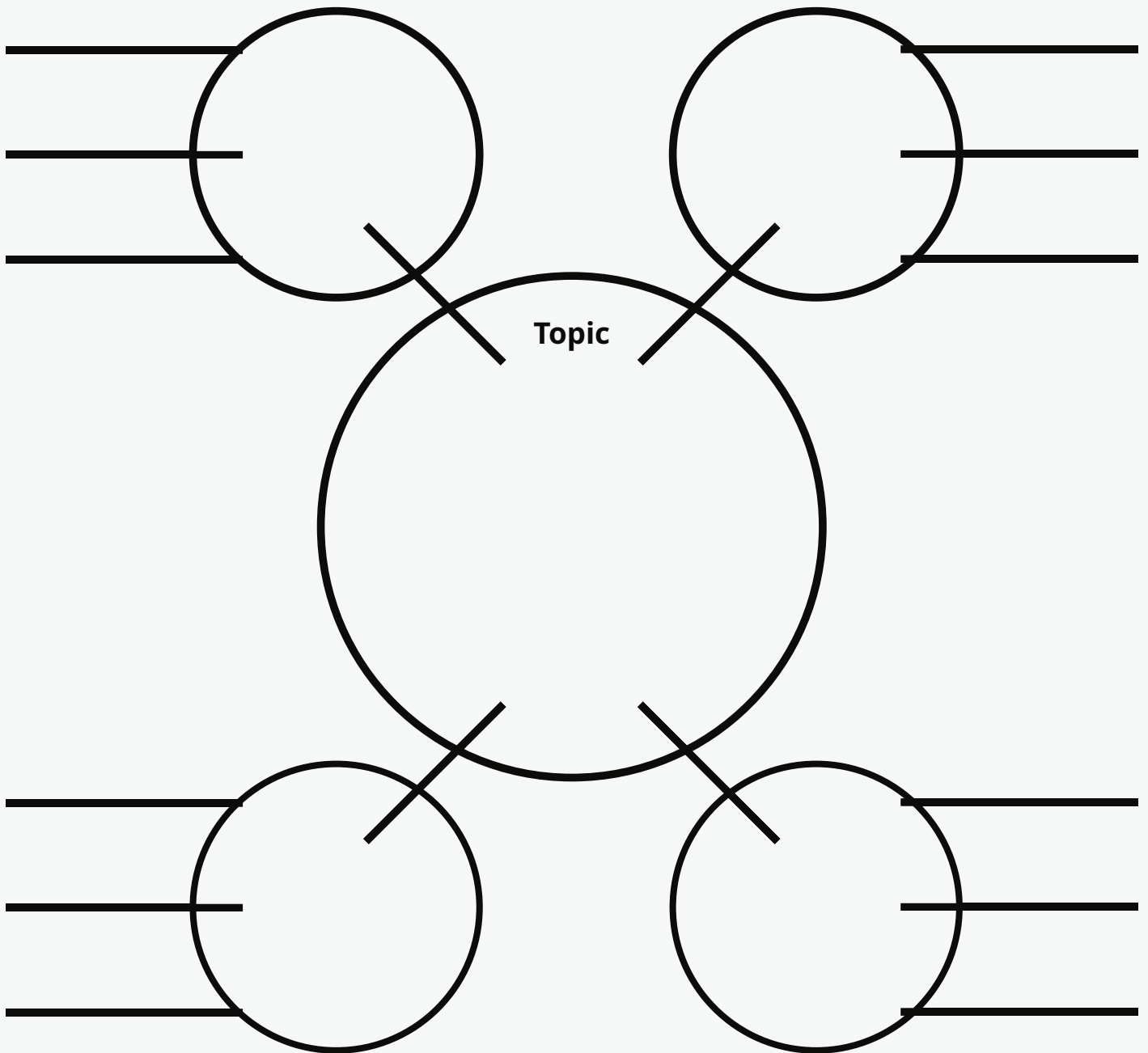
Use this graphic organizer to take notes

**Key Take
Aways**

**Want to
know
more**

**How
will I
use this
information**

What I want them to know/do/change



Powerful Meetings Sample Agenda

| | |
|--|--|
| Start Time | |
| End Time | |
| Timekeeper | |
| Meeting Minutes | |
| 1. Meeting Objective | |
| 2. Main Concern | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| How will you engage the participants? | |