

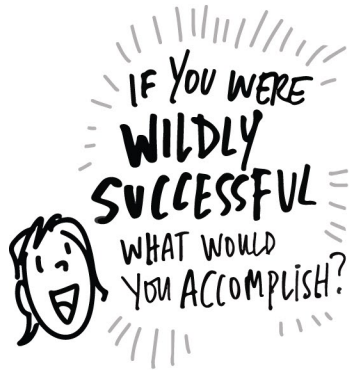
Name of Meeting:

Date:

Designing a Practically Perfect Meeting

WHY

are you meeting?



WHO



WHAT



AGENDA



WHERE



WHEN

