

## MEETING PREPARATION SHEET

<b>Meeting</b>		
<b>Purpose</b> (Owner defined)		
<b>Mandate</b> (What should my influence be? /What should I achieve?)		
<b>Matters from Agenda</b>	<b>My Viewpoint and Approach (According to mandate)</b>	<b>Describe Decision/Outcome to be Achieved</b>
1.		
2.		
3.		
4.		
<b>Checklist</b>		✓
1. I have a copy of agenda.		
2. I have a copy of previous minutes, plus comments.		
3. I have my viewpoints and mandate.		
4. I have my presentation and hand-outs.		
5. I have prepared my approach.		