

5-minute Meeting Planner

Subject: _____

Date of Meeting: _____

Time from _____ to _____

Where: _____

Refreshments provided yes no

What do we need to achieve?	How will we know when we have achieved our objective(s)?
▶ ▶ ▶	▶ ▶ ▶

Who needs to be at the meeting?

Who will keep track of time?
Who will keep us on track with our agenda?

Critical agenda points	Start Time	Finish Time
1		
2		
3		
4		

What information needs to be shared ahead of the meeting? If so, what and by when?

Are there any issues that could throw is off track?

What would be the next steps after this meeting?

"I keep six honest serving-men. They taught me all I knew. Their names are What and Why and When and How and Where and Who" - Rudyard Kipling.