



- Does it need to be a face to face meeting?
- Who needs to be there?

Why do I need a meeting?

What do I want the outcome to be?

- Information
- Decision making

- Specific
- Measurable
- Achievable/agreed
- Realistic/relevant
- Time-bound

Do I have SMART objectives?

What type of meetings do I need?

- Creative
- Formal/informal
- Decisive
- Facilitated

- Experience of participants
- Process

What does it feel like?

Process

- What should the meeting process be?