Meeting purpose:									
Date:	Location:						Time:		to
Preparation:									
Supporting Information	า:								
Leader or Facilitator:									
Participants:	Department:	nt: Present		Participants:		ants:	Department:		Present
	·						,		
				_					
Item:		Discussion	Brainstorm for Ideas	Decision	Information	Preparation / Back	ground	Person responsible	Time allocated
Action Items / Follow u	ıp tasks:							Person	Date due
Jan M. McLaughlin, CSP www.YourCommunicationConnection.com							ion.com		206.818.6689