

# BE PRODUCTIVE MEETINGS

Meeting Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Attendees: \_\_\_\_\_

AGENDA	ITEM	WHO	TIME
	1.		
	2.		
	3.		
	4.		
	5.		
ACTIONS	WHAT	WHO	WHEN
KEY DECISIONS	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>		
REVIEW			
GROUND RULES	<ol style="list-style-type: none"><li>1. No Laptops</li><li>2. Phones off</li><li>3. Timekeeper can interrupt</li><li>4.</li></ol>		