**Objective-Based Agendas: Meeting Planning Template (for INTERNAL use)**

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| --- | --- | --- | --- | --- | --- |
| Meeting Name: |  | | | | |
| Date: |  | Time: |  | **Location:** |  |
| (Optional) Attendees: |  | | | | |
| Meeting Facilitator(s): |  | | | | |
| Meeting Producer(s): *(virtual meetings only)* |  | | | | |
| Meeting Objective(s): |  | | | | |

After completing the ***internal*** meeting planning template below, easily create an ***external*** version for your meeting participants on page 2. The external version is simply a copy/paste of the DARK BLUE columns on page 1.

| **Time** | **Topic** | **Steps-to-Objective** | **Process** | **Needs** | **Facilitator** |
| --- | --- | --- | --- | --- | --- |
| THE WHEN | THE WHAT | THE WHY | THE HOW |  | THE WHO |
| What is your timeframe for it? | What will you call this on the external-facing agenda you hand out? | Why do you have this on the agenda? How is it a step toward your meeting objective? | What processes will you use? | What materials, technology, equipment, supplies will you need? | Who will lead this part of the meeting? |
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[INSERT YOUR COALITION/ORG LOGO HERE] **(for EXTERNAL use)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting Name: |  | | | | |
| Date: |  | Time: |  | **Location:** |  |
| Meeting Objective(s): |  | | | | |

| **Time** | **Topic** | **Lead** |
| --- | --- | --- |
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