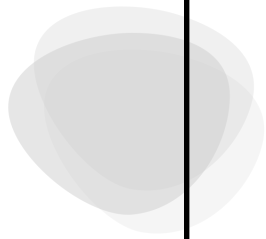


PURPOSE	PRODUCT	PEOPLE	PROCESS
<b>TOPIC:</b> what is the meeting about?	<b>OUTCOME:</b> what needs to be accomplished?	<b>PARTICIPANTS:</b> who will be there?	<b>DYNAMICS:</b> how does this group work?
<b>PURPOSE:</b> why do you need it?	<b>DECISIONS:</b> what needs to be decided?	<b>STAKEHOLDERS:</b> who is affected by this?	<b>OBSTACLES:</b> what might get in the way?
<b>CONTEXT:</b> what is happening around you?	<b>OUTPUTS:</b> what needs to be created?	<b>ACCOUNTABILITY:</b> how will follow up happen?	<b>SUCCESS:</b> what will success look and feel like?
<b>CLIENT:</b>		<b>DATE:</b>	<b>LOCATION:</b>



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