# Meeting Planner

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| **Name** |  | **Who is at the meeting?** |  |
| **Date** |  | **Where is the meeting?** |  |

## What will we talk about?

1. **What is going well?**

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1. **What is not going so well?**

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1. **What do I want to change?**

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1. **What do I want to ask?**

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## Problems to discuss during the meeting

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| --- | --- | --- | --- |
| **Problem** | **Action planned** | **Who will action?** | **By when?** |
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## Problems raised by others during the meeting

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| --- | --- | --- | --- |
| **Problem** | **Action planned** | **Who will action?** | **By when?** |
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| --- | --- |
| **Date of next meeting** |  |

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| **How to use this form**  **Before the meeting:**   1. Fill in sections 1-4 2. List the problems you want to discuss at the meeting in the ‘Problems to discuss during meeting’ section   **During the meeting:**   1. Talk about what’s going well and share your views. 2. Go through the problems you have listed one by one and discuss them. When action has been decided, complete the action planned, by who and by when columns. 3. If other people raise problems that aren’t on your list, add them to the ‘Problems raised by others’ section and complete the action columns in the same way. 4. Try to fix a date for the next meeting. |

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