

AGENDA FOR REGULAR MEETING

□ Follow up from last time

NOTE: this looks just like the last section for a reason.

WHO agreed to do

WHAT and by

WHEN

Status Items to Review:

NOTE: Find the right list of items and they won't change very much. Status is updated at each meeting.

ITEM STATUS

Agenda for this session

NOTE: Fill in before hand and distribute if people need time to prep. OR fill it in from all participants as the first item in the meeting. Then stick to it.



AGENDA FOR REGULAR MEETING

NOTE: You'll be surprised how many decisions are made that people don't realize are made. Writing it down forces you to formalize the process, ensure that the new decision takes effect, and change them when they need tweaking. If you don't write it down in the meeting people are allowed to act like it didn't happen.

Name of Deci			
Date		Who can change it	
Details:			
Name of Deci	ision:		
Date		Who can change it	
Details:			
Name of Deci	ision:		
Date		Who can change it	
Details:			
Name of Deci	icion:		
Name of Deci	SIUII.		
Date		Who can change it	
		Who can change it	
Date		Who can change it	
Date		Who can change it	
Date		Who can change it	
Date Details:			
Date Details:	nts for Futu	ure	
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	
Date Details:	nts for Future	ure	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN
Date Details: Commitment NOTE: This become	nts for Future	<u>Ire</u> up for next time.	WHEN

[©] **2005 JOHN SEIFFER** – FREE for visitors to www.TheSmallBusinessCoach.com/blog. You may use it, make copies and give them away as long as you don't change the copies and include this notice. You may not sell or trade it.