STUDENT ORGANIZATION MEETING PLANNER

MEETING TIME/PLACE: _____

GROUP & LEARNING GOALS FOR MEETING:

AGENDA:

ITEM	FACILITATOR

PRE-MEETING TASKS:

- ☐ Double check space reservations
- ☐ Send simplified agenda in meeting invite to group
- ☐ Gather any supplies that may be needed
- ☐
- ☐
- ☐
- ☐

POST-MEETING TASKS:

- ☐ Distribute meeting notes and thank folks for attending
- ☐ Follow up with anyone you expected to attend that didn't
- ☐ Distribute action steps created in meeting and follow up
- ☐
- ☐
- ☐
- ☐
- ☐