

Successful Meeting Planner Tool

	Agenda with timing & subjects provided beforehand	Decision makers present	Data on subjects provided beforehand	Invitees coming prepared	All invitees contribute	All invitees ROI is positive	All data is available in the meeting
Monday # 1							
# 2							
#3							
Tuesday #1							
# 2							
#3							
Wednesday #1							
# 2							
#3							
Thursday #1							
# 2							
#3							
Friday #1							
#2							
#3							