

Meeting Agenda Visual Organizer

Visual Organizers structure and support the Effective Teaming and Meeting Mechanics processes, which includes the use of Meeting Practices, Meeting Essentials, and Individual Meeting Accountability. This Meeting Agenda Visual Organizer and the Meeting Agenda Tool are intended to guide teams through a systematic and consistent meeting process that leads to efficient team meetings.

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| **Meeting Purpose:** | | | |
| **Date:**  **Time:**  **Format:** | | **Facilitator:**  **Notetaker:**  **Action plan:**  **Time keeper:** | |
| **Calendar:** | | | |
| **Review Action Plan** | | | |
| **Discussion:** | | | |
| **Next steps:** | | | |
| **Action Plan** | | | |
| **Who** | **What** | **By When** | **Status** |
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