



Purpose

Why are we meeting today?



Relevant Input

What input do we need?
(e. g. decisions, PPTs, excels or other information)



Process

How do we want to proceed during the meeting? In what order do we want to produce the desired outcome?



Desired Outcome

What goals do we want to pursue?
What deliverables do we want to have at the end of the meeting?



Resources

Who needs to be there? What tools do we need in order to have a good meeting?