

# Meeting PAL

*Our Vision:*

*Our Mission/Purpose:*

<b>PURPOSE</b>		
<b>AGENDA</b>		
Item	Owner	Time Limit
<b>LOGISTICS</b>		

Tips: See next page.

---

## Tips for Creating a Meeting PAL

<b>PURPOSE</b>	<p>In one or two sentences state what <b>outcome</b> you expect from the meeting.</p> <p>Among other things, this could be</p> <ul style="list-style-type: none"><li>• an agreement on an issue</li><li>• a solution to a problem</li><li>• an action plan</li><li>• a list of choices to send to a decision maker</li></ul>
<b>AGENDA</b>	<ul style="list-style-type: none"><li>• Make a <b>list of items</b> to discuss or things to do in the meeting. Only include items that contribute toward the outcome you want from the meeting.</li><li>• Put a <b>person's name</b> next to each agenda item. That person will lead the discussion for the item.</li><li>• Negotiate a realistic <b>time limit</b> for the item with the person.</li><li>• Add up the amount of time for all items. Remove lower priority items if there will not be enough time for all items.</li></ul>
<b>LOGISTICS</b>	<ul style="list-style-type: none"><li>• List the date, time, and place.</li><li>• Also specify what each person should bring.</li><li>• At least 48 hours before the meeting, send the PAL to those who will attend.</li></ul>