

## **Six Elements for an Excellent Meeting!**

1. Purpose of the meeting, why are we meeting.
2. Product of the meeting, what result(s) do we expect.
3. Process for the meeting, this includes the agenda, the leader and a facilitator if desired.
4. Period for the meeting, how long will we meet.
5. People for the meeting, who should be there.
6. Place for the meeting. This includes facilities and equipment.