## Worksheet: Meeting Time & Place

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| --- | --- | --- | --- |
| Meeting Manager |  | Date |  |
| Type of Meeting(circle one) | Problem Solving | Decision Making | Conflict Resolution |
| Project Initiation | Project Planning | Brainstorming |
| Other |  |
| Purpose of Meeting |  |
| Goal or expected outcome of Meeting |  |
| Meeting Time & Place Survey(Circle all that apply) |
| Morning | Afternoon | Onsite | Offsite |
| Brainstorming Conflict ResolutionProblem SolvingHigh Energy Needed | Update MeetingProject PlanningProject Initiation* Low Energy Acceptable
 | Internal Employees onlySome External VisitorsSmall GroupWe have a large meeting room* Our meeting rooms are comfortable to be in for more than two hours

This meeting is less than four hours | Many External VisitorsLarge GroupWe do not have a large meeting room* Our meeting rooms are not comfortable for meetings over two hours

This is a special meeting with lunch providedThis is a long meeting (six to eight hours) |
| All-Day Meeting |
| This is an all-day meeting |
| Finalized Meeting Time & Place(Time and Place with the most checks should be your best options) |
| Time of Meeting |  | Date |  |
| Onsite Location |  | Offsite Location |  |
| Total Attendees |  | Cost of Venue | $ |
| Other Meeting Information |
| Breakfast Provided | Y/N | Budget/Cost | $ |
| Lunch Provided | Y/N | Budget/Cost | $ |