

Meeting Attendees: _____

Meeting Date/Time: _____

Length of time for meeting: _____

Director/Manager's name: _____

I have planned the following meeting ice-breaker activity to get things going: _____

Ice-breaker should take _____minutes to complete.

Supplies I will be using for ice-breaker: _____

I have planned the following continuing education activity:

Continuing education will take _____minutes to complete.

I plan to discuss the following topics relevant to the attendees:

- _____
- _____
- _____
- _____

Group discussion will take _____minutes to complete.

I planned the following team-building exercise:_____

I will be using the following supplies: _____

Team-building should take _____minutes to complete.