

# Meeting Strategy

## 1. Objectives

*The reason for holding this meeting is what?*

The reason for holding this meeting is

## 2. Evidence of Success

*The output of a **successful** meeting will be what?*

I will come away from a successful meeting with

## 3. Preparation

*For this meeting to be successful and achieve this output:*

a. Who needs to be there?

b. What do they need to prepare in advance?

From the client company?

From our company?

c. What do you need to prepare?

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<b>4. Barriers to Success</b>	
<i>What could prevent this meeting from being successful?</i>	<i>What could you do to overcome these barriers, should they arise?</i>

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## 5. Questions

*For this meeting to be successful and achieve this output, what questions do you need to ask?*

**Before** the meeting:

**In** the meeting: