

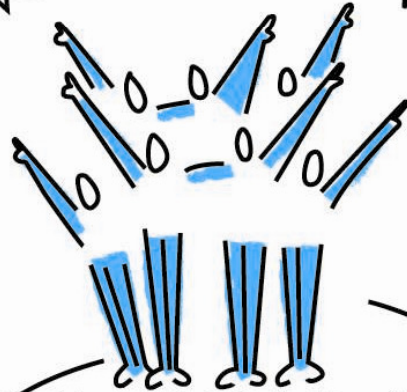
Sample Meeting Start Up Template

Our Plan...

18:20 Roll call
 18:30 Presentation
 19:20 Q&A
 19:30 Close

We Are Here To...

learn how to make our meetings work better



How We Work Together...

Phones on mute (unless asking questions)
 Contribute
 Say your name first

Today We Will...

- Gather ideas to solve our Issues
- Try out tools
- Get inspired: change your next meeting
- Keep up to date
- Finish on time!

Who's Doing What...

Penny: Facilitator (1 person icon)

Few: Volunteers (3 person icons)

Martin: Host (1 person icon)

John: Chair (1 person icon)

Everyone: Participants (6 person icons)

What's Next...

Who	What	When