

# Meeting Prep Outline

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**Person we're meeting with:**

**Time:**

**Place:**

**Confirmed within 36 prior hours?**

**Duration:**

**Team members expected to attend:**

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**Topic of meeting:**

**Agenda:**

**Background on how it got set up:**

**Links to the person or people meeting with:**

**Link to notes from other relevant meetings:**

**Possible goals for meeting, things to keep an eye out for:**

**Other pre-meeting notes:**

(This template was built by the team at PlexusEngine.com - if you want to get smarter at work, fast, check out what we're building at Plexus!)

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**Notes from meeting:**