

# MEETING CLARIFICATION

## DESIRED OUTCOME

## EXPECTATIONS, ISSUES or ACTIONS

<b>WHO:</b> Why are <i>you</i> running this meeting? Who are <i>you</i> to the participants?	
<b>WHAT:</b> What's <i>your</i> outcome of this meeting? What are <i>your</i> main questions?	
<b>WHY:</b> Why is this meeting important for <i>you</i> ? What are the alternatives?	
<b>HOW:</b> How will you run it? What will be your general approach?	

## PARTICIPANT ANALYSIS

## EXPECTATIONS, ISSUES or ACTIONS

<b>WHO:</b> Who are the participants? Who will (not) be there? Is it the right size?	
<b>WHAT:</b> What's <i>their</i> outcome of this meeting? What are <i>their</i> main questions?	
<b>WHY:</b> Why is this meeting important for <i>them</i> ?	
<b>HOW:</b> How will they likely react?	