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**Meeting title and details: time, room, date**

**In order to ensure that the meetings are as effective as possible the POST principle will be used.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **P**urpose – What is the aim of the meeting / workshop? | | | | |
|  | | | | |
| **O**bjectives– what are the outcomes that are expected to be achieved from it? | | | | |
| By the end of the meeting we should: | | | | |
| **S**tructure – How is the meeting going to be structured and who needs to be involved? What preparation is required? | | | | |
| **Attendees:**  **Documents:** | | | | |
| **T**iming– what are the meeting timings? | | | | |
| Start Time | End Time | Who | Item | Outcome expectation |
| Item 1 |  |  |  |  |
| Item 2 |  |  |  |  |
|  |  |  |  |  |

Notes

Actions