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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.**

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| **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