

# Meeting Planning Chart

<b>1. Meeting Goal:</b>	Meeting Title:
<b>2. Participants:</b>	Pre-Meeting Preparation Needed:
<b>3. Participant's Experience with the Subject:</b>	
<b>4. Desired Outcome for Participants:</b>	

5. Steps to Accomplish Goal	6. Time	7. Participant Activity	8. Information Needed	9. Teaching Method	10. EPIC