



GPS Meeting

Facilitator: _____ Scribe: _____

Start Time: _____ Finish Time: _____

Attendees: _____ Date: _____

Goal

What is it we are trying to achieve in this meeting?

Pre-Agenda

Any Distractions? (Meeting Rules, Rest Room, Call Interruption Anticipated , Energy not conducive to meeting)

Warm-up Question (This is a question used to draw out any hidden agendas prior to the meeting)

Examples: What does the organization need less of? What does the organization need more of?

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Agenda Item	Responsible	Estimated Time
Position - provide current position of the threat or opportunity		
Strategy - Create a bridges and barriers T-chart		

Rap-up

Cool Down Question (This is to draw any back room conversations from happening after the meeting)

Example: What should have been said in the meeting but it felt inappropriate?

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Action Items : State what they are to the group and ask if anyone has additions?

Set Follow-up meeting if needed