BEFORE

- Establish objectives and the subjects to be discussed
- Prepare an agenda
- Determine the date, time and location of the meeting
- Invite employees

DURING

- Start on time
- Involve employees in the discussion
- Take notes on: important points discussed, decisions taken, responsibilities, tasks to be done, follow-ups, etc.
- Summarize decisions taken during the meeting
- Plan a question and answer period
- Finish on time

AFTER

Conduct follow-ups

Who   What   When

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