

About the Document

name	AA-ALL-4560-M. Meeting Planner Form
owner	Office Administration
access & use	All Staff
what it is	<p>A form for planning and documenting formal meetings, to ensure:</p> <ul style="list-style-type: none"> ◆ Formal meetings are recorded ◆ Agenda items are purposeful and state a desired outcome ◆ Meeting attendees are prepared and accountable for action items
who uses it	Staff members involved in planning and organizing recurring meetings complete this form.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste:
 - To add additional sections to the form.
 - To add additional tables to the form. To maintain the correct formatting when pasting tables, click the small arrow beneath the **Paste** command and select the **Keep Source Formatting** option.
 - To add additional rows to the tables. To maintain the correct formatting when pasting, click the small arrow beneath the **Paste** command and select the **Insert as New Rows** option.



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