

POST Agenda

P	PURPOSE	What is the purpose of the meeting? E.g. to discuss the next steps in the project
O	OUTCOME	What is the desired outcome? E.g. to have a completed action plan with tasks assigned to individuals
S	STRUCTURE	What is the structure/agenda of the meeting? E.g. this will be a presentation with questions at the end
T	TIMING	How long will the meeting take? E.g. 1 hour