

Title

A descriptive name for the meeting / workshop



Purpose

Why do this? What would be missing without this meeting?



Outcomes

What effect(s) will you be able to observe?
What is going to change? Shortterm? Long term?



Objectives

What do you want to achieve during the meeting?
(Similar to an agenda)



Outputs

What are the concrete work results? Do you need detailed notes? Will a photo of stickies suffice?