

# Meeting Series Planner

## Series Title

Enter meeting series name

## Purpose / Goal

Describe the purpose or expected outcome

## Organizer(s)

Names or roles

## Participants

Names, teams, or stakeholder groups

## Cadence

e.g. Weekly, Biweekly, Monthly

## Duration

e.g. 1 hour

## Logistics / Location

e.g. Zoom, Teams, Conference Room

## Agenda Structure (For Each Meeting)

Typical agenda sections

## Series Schedule & Notes

Date	Topic/Focus	Notes

