

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

