

## Our Project

Name:

Goal:

Tagline:

Date:

6 months ahead	
4 months ahead	
1 month ahead	
2 weeks ahead	
1 week ahead	
week of	





Day Three:

Part of Day	Activity	Time	Place	Leader/Info	Notes

Day Four:

Part of Day	Activity	Time	Place	Leader/Info	Notes

Day Five:

Part of Day	Activity	Time	Place	Leader/Info	Notes







## Meeting Planner

<i>Time frame</i>	<i>Lead?</i>	<i>Time?</i>	<i>Materials?</i>
<i>Place</i>			
<i>Lead</i>			
<i>Intro</i>			
<i>Icebreaker</i>			
<i>Announcements</i>			
<i>Main topic</i>			
<i>Review</i>			
<i>Wrap Up</i>	<i>Total time:</i>		<i>All materials prepped? Y / N</i>