

# 10 Top Tips for an Effective Meeting

What's  
the desired  
outcome?

Who is  
needed?

Do we all  
know the  
agenda?

Stick to  
timings

Allow time  
to prepare

Select the  
best venue

Check the  
resources

Confirm  
everything

Have a  
Plan B

Get  
feedback

# A Guide To Successful Meeting Planning

**Hussin A.Rothana**



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