

Meeting planner

Preparing for my meeting

Meeting details

Date:

Time:

Location/Online link:

Type of meeting:

Who will be there?

.....

.....

.....

.....

What do I hope to achieve?

When the meeting finishes, what would I like to be different?

.....

.....

.....

.....

.....

My main goal

If I could achieve just one thing from this meeting, it would be:

.....

.....

.....

The most important things I want people to understand

What do I want professionals to know about my child or young person?

1.
-
2.
-
3.
-

Examples and evidence

It can help to give real life examples.

What's going well?

.....

.....

What am I worried about?

.....

.....

Recent examples I want to share

.....

.....

.....

.....

Questions I would like answered

1.
2.
3.
4.
5.

Documents I want to take with me

- ☐ Reports
- ☐ School information
- ☐ Medical information
- ☐ Previous meeting notes
- ☐ EHCP / support plan
- ☐ My own notes
- ☐ Other:

Notes during the meeting

Key points discussed

.....

.....

.....

.....

.....

Before I leave

What has been agreed?

Action	Who will do it?	By when?

Do I understand the next steps?

☐

Yes

☐

No—I need further explanation

Is there anything I still need to clarified?

.....

.....

.....