

# Meeting Planner

Helping you plan for meetings



## Meeting details

Date, time and venue

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Who'll be there?

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## What's going well?

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## What's not going so well?

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**What are your child's thoughts and wishes?**

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**What questions do you want to ask?**

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**What topics and points do you want to discuss?**

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## Make a note of the discussion, agreed actions, and next steps

Topics and points	Agreed actions	Who	By when	Next steps

## Next meeting date



Need more help? Get in touch with us:



Call

01992 555847



Email

[info@hertssendiass.org.uk](mailto:info@hertssendiass.org.uk)