

People Worksheet

(Experiment 5 – Pg 55 of The 25 Minute Meeting book)

For your next meeting, use this worksheet to determine who to invite and the role they would perform.

Who are the key decision makers for the issues involved?	
Who has the most/ best information and knowledge about the topics under discussion?	
Who has a stake in or commitment to the issues being discussed?	
Who needs to know this information in order to more effectively do their jobs?	
Who may need to implement things as a result of the decisions that will be made?	