

Stop Bad Meetings Using the 3Ps	Meeting 1	Meeting 2	Meeting 3
	<p>Purpose</p> <p>Why is this meeting being held?</p>		
<p>People</p> <p>Who needs to be in this meeting to accomplish the Purpose?</p>			
<p>Preparation</p> <p>What work needs to be done prior to the meeting (by the leader and the participants) to enable the People to accomplish the Purpose of this meeting?</p>			

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