Meeting Preparation Email Template:

Hi XX,

Our meeting on XX day at XX time will be to discuss:

Describe in first paragraph:

**Issue/Problem:** Provide a two-sentence description. Is it a challenge, opportunity, decision, strategy, or recurring problem?

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**Urgency Level:** What’s at stake?

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Highlight who this affects.

* Revenue
* Products
* Services
* Customers
* Individuals/Teams
* Organization/Company

Please come prepared to:

1. Ask questions to further flush out the solution.
2. Share consequences for my solution I may have missed.
3. Share the strengths of my proposed solution.
4. Propose additional resources to consider.
5. Recommend alternative solutions

Please Review attached material beforehand (if applicable)

Please respond with answers to these questions by XX (if applicable)

Thanks in advance,

XX