

Post-Meeting Summary

Agenda	Personal Stories
What worked well?	Things we celebrated:
What was weak?	Concerns:

P.L.A.N.

P – Point: *What will the meeting accomplish?*

- Write out KNOW, FEEL, DO, PLAN statements
- Write out meeting agenda
- _____
- _____

L – Logistics: *Is the setting for the meeting prepared?*

- Seating
- Distractions eliminated (*phones, noise, people*)
- Open chair in place
- Temperature
- Lighting
- Refreshments
- Background music during arrival
- Location of future meeting(s) set
- _____
- _____

A – Activities: *What will happen during the meeting?*

- Come up with ice breaker/group mixer
- Special skill training
- Group prayer
- Game/social activity
- Gather or prepare materials
- Bibles, pencils, paper, etc. available
- Announcements to be made
- _____
- _____

N – Needs: *What's happening in group member's lives?*

- Unresolved problems between members
- Financial needs
- Tough decision to make
- Health concerns
- Family issues
- _____
- _____