



Pre-Meeting Brief: <TOPIC>

Subject: _____

Date/Time/Location: _____

Purpose and Goals: _____

Meeting Attendees: Role, Name, Meeting Objective

Role in Meeting: _____

Name/Title: _____

Objective: _____

Examples:

- Subject Matter Expert: Shawn Corey, CEO of Corey Consulting: Provide expertise in real-world deployment of X technology. (*Bio attached*)
- Meeting Facilitator: Sarah Mitchel, Marketing Team Leader, ABC Corp: Guide discussion.

X Technology Background Information (brief synopsis):

Topic Agenda/Specific Questions for SME:

Time Parameter for each topic/Question:

Option 1: List of specific questions (no more than 40 for a two-hour period) with approximately 3 minutes per question

Option 2: Six large discussion points, with approximately 20 minutes to cover each.

List Topics and/or Questions Here: