



## *Pre-Meeting Worksheet*

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Purpose of this meeting? \_\_\_\_\_

Who requested meeting? \_\_\_\_\_

Who will attend the meeting? (e.g. teachers, administrators, parents, child)

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What do they want?

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What action do you want them to take?

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How motivated are they to give you what you want?

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How can you alleviate their concerns?

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