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Preparing the Meeting

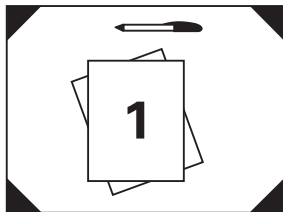
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Reasons for the meeting

Participants need to understand why they are meeting before they can plan efficiently.

There must be a reason for people to meet. There must be something that they are hoping to achieve.

