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## Meeting Rhythm Tool

### 1 Design a Meeting Rhythm

	Meeting type	Cycle	Purpose; Why	Process; How	People; Who
	Step 2	Step 3	Step 1	Step 4	Step 5
1				How Agenda 1 2 3 4	Delegates Facilitator
2				How Agenda 1 2 3 4	Delegates Facilitator
3				How Agenda 1 2 3 4	Delegates Facilitator
4				How Agenda 1 2 3 4	Delegates Facilitator
5				How Agenda 1 2 3 4	Delegates Facilitator

### 2 Calendar - Schedule your meeting cycle

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												