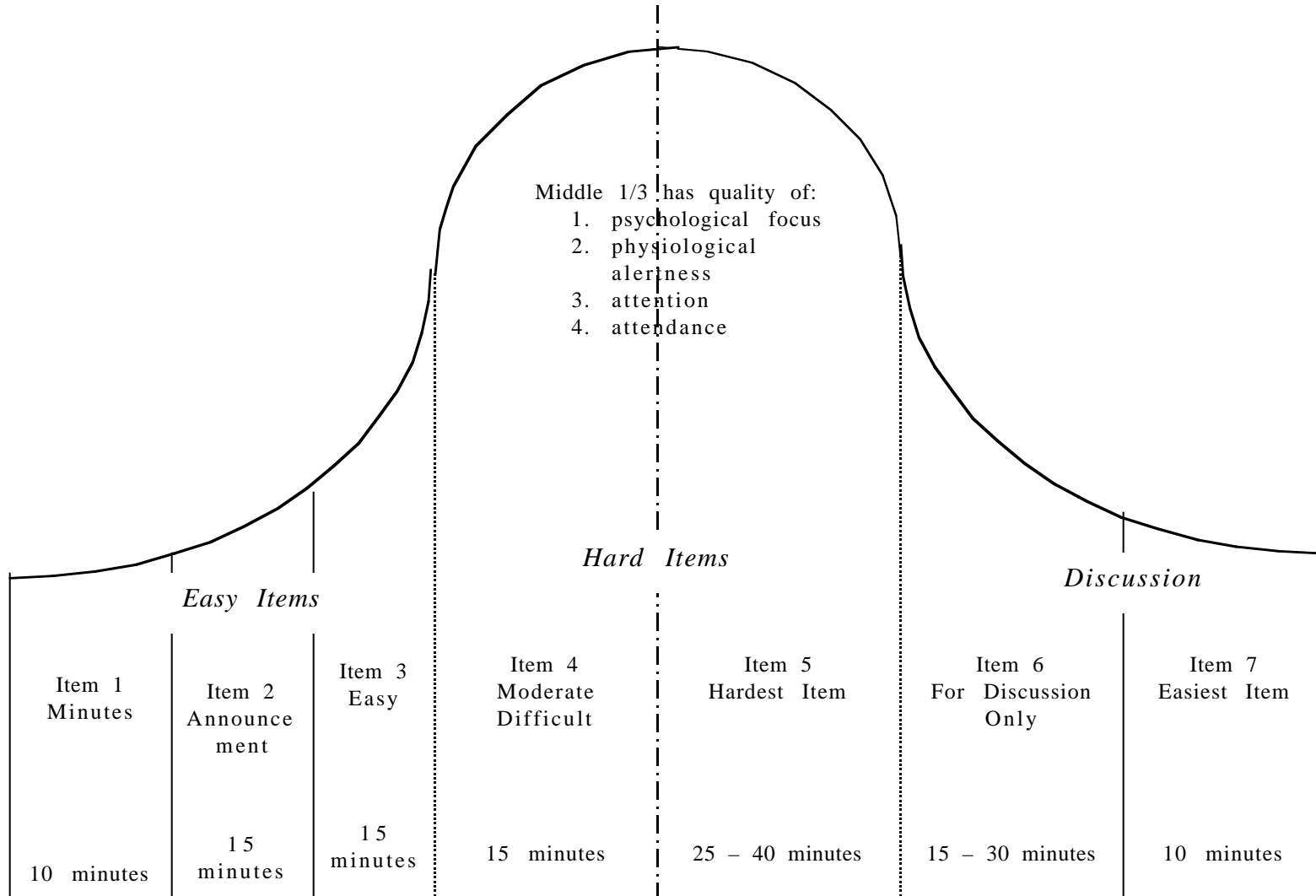


MEETING STRUCTURE



2 hour meeting = 120 minutes

A bell-shaped agenda structure. (From Effective Meetings by John E. Tropicman. Copyright 1980 by Sage Publications. Reprinted by permission.)