

	Meeting Purpose	Meeting Objectives
Meaning	Refers/ to the overall goal or reason behind the meeting.	Refers to the specific outcomes that the team aims to achieve.
Aim	Provides the "why" of the meeting.	Specifies what the team will work towards.
Features	Abstract and intangible.	Concrete and tangible.
Goal	Unites team members under a shared cause.	Drives progress through actionable tasks.
Examples	Discussion, decision-making, inspiring, and motivating the team.	Compiling a list of potential sponsors, outlining a budget, and identifying potential risks.

Meeting Objectives Sample

M Mark



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