

P.A.C.E. Meeting Tool

The Purpose of meeting:	Reason to hold:	Date:
	Result expected:	
Members:		

Agenda of meeting:

Sr. No.	Agenda	Facilitator	Time line	Remarks
1				
2				
3				
4				
5				
6				
7				
8				

Commitments made to achieve results: (Mutually)

Sr. No.	Commitments	Responsible person	Date of completion	Targeted result
1				
2				
3				
4				
5				

Evaluation:

Sr.No.	What went well	Sr.No.	What can yet be improved	Sr.No.	New set of ACTIONS planned
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	