



## Meeting Facilitation

### Experience:

City of Albany/ Georgia Tech  
Procurement Assistance  
Center GTPAC  
Speed Partnering  
Albany Civic Center Event

City of Atlanta  
Georgia Department of Transportation  
FHWA

University of IL Champaign Research  
Old Dominion University Research

### Highlights:

Meeting Planning  
Invitations  
Facilitation  
Conflict Management  
Minutes  
Reports

Lemongrass Consulting has experienced professionals and can help with meeting facilitation.

- Schedule meetings, conferences, teleconferences, and webinars
- Meeting minutes
- Meeting reports
- Action plans
- Plan implementation

