

# How to Host a “Forecasting Meeting”

- **Invite colleagues from Finance, Operations, Marketing**
- **Chair the meeting; lead the process; encourage participation**
- **Present background information (historical costs, futures pricing, other forecasts, industry news)**
- **Ask for input and feedback; guide the group to consensus for each forecasted item**
- **Keep and circulate minutes (attendees; key discussion points; logic behind decisions)**
- **Repeat: Make it an annual event**