

# AGENDA CHECKLIST



- ☐ Name of the meeting
- ☐ Date and Time
- ☐ Exact location of the meeting
- ☐ A list of expected attendees
- ☐ Expected meeting duration
- ☐ Clearly stated objectives of the meeting
- ☐ An agenda item to approve the minutes of the previous meeting
- ☐ An agenda item to handle matters arising from the previous meeting's minutes (actions that haven't been completed for example)
- ☐ An agenda item at the end to handle AOB - Any Other Business
- ☐ Each agenda item should be numbered
- ☐ Each agenda item should have a time allotted to it
- ☐ Where you have a speaker, their name should be next to the agenda item so they know they are running that item of the agenda.
- ☐ An agenda should be circulated in advance (ideally the day before)
- ☐ As chair (or secretary) you should bring enough printed copies of the agenda to the meeting and print-outs of the last meeting's minute for everyone.
- ☐ The whole agenda should be simple and clear for all participants to understand without extensive prior knowledge