# 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 alloted 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 explanations

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