MEETING CHECKLIST



Agenda And Goals

- [ ] Have you set concrete, resonable goals?
- [ ] **Does the agenda:**
- [ ] Accomplish the goals
- [ ] Encourage commitment
- [ ] Provide leadership roles
- [ ] Have you given the appropriate people a chance to provide feedback on the agenda?
- [ ] Do you have a turnout plan and enough people making confirmation calls?

Participants

- [ ] **Have youn asked people to serve as:**
- [ ] Chair-person/facilitator
- [ ] Note-taker
- [ ] Timekeeper
- [ ] Guest Speaker
- [ ] Has the chair been involved in prepairing the agenda or been fully prepared to run it?
- [ ] Have you spoken with all those who will play a part in the meeting to see if they are prepared?
- [ ] Have you confirmed guest speakers?

Logistics:

- [ ] Is the meeting site familiar, accessible and adequate?
- [ ] Do people know how to get there?
- [ ] **Have you lined up:**
- [ ] Chair and table arrangements
- [ ] chalkboard
- [ ] Audio-visual equipment
- [ ] Sign in sheet
- [ ] Sign-up sheets for tasks
- [ ] **Do you need:**
- [ ] Printed agenda
- [ ] Background materials
- [ ] Proposals

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