

# 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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