

Meeting Checklist



- ☐ Have you set concrete, realistic goals
- ☐ Is it familiar, accessible and adequate
- ☐ Are the date and time good for those you want to attend?
- ☐ Have you invited the right people"
- ☐ Have everyone confirmed?
- ☐ Does the agenda-Accomplish the goals, encourage commitment and involvement, provide visible leadership roles, Have time limits
- ☐ Do you need- Printed materials, Background information and materials, proposals
- ☐ Have you asked people to serve as the- Chairperson/facilitator, Note-taker, Time-keeper, Presenter, Greeter
- ☐ Have you consider the following logistic matters- Chair arrangements, Flip charts and markers, Equipment needed and power, Refreshments
- ☐ What else is important?