

Meeting Preparation Checklist



INITIATE MEETING (2-3 WEEKS AHEAD IS IDEAL)

- Send GroupWise appointment with overview of purpose and desired outcome to: Key Attendees
- Schedule meeting room and any projectors or equipment

WEEK BEFORE

- Review purpose for meeting (confirm necessity)
- Send e-mail request for agenda items and materials for the meeting (attach previous minutes with assignments)
- Prepare draft agenda (include previous minutes with task assignments and send to co-leads if necessary)

TWO DAYS BEFORE

- Verify that the key players can attend the meeting
- Send draft agenda with meeting reminder to attendees
- Skim materials to review and understand key issues
- Confirm and prepare equipment and tools (laptop, flash-drive, projectors, flipcharts, etc.)
- Plan water/ refreshments if needed (keep in mind special dietary requirements)

DAY BEFORE

- Gather agenda, reports and reference materials
- Notify front desk/reception about the meeting (provide the names of external attendees) Note: For any external attendees: Coordinate parking/security access for external attendees, Email a map and directions to attendees

DAY OF MEETING

- Verify who's declined the meeting and ensure key players are still attending
- Take spare copies of minutes, agenda and reference materials
- Half-hour before meeting ensure the room is in order (optimal layout, equipment working, supplies, etc.)

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