

Meeting Preparation Checklist

<i>Have You...</i>	<i>Yes</i>	<i>No</i>	<i>Notes</i>
Identified the purpose of the meeting?			
Identified the objectives of the meeting?			
Selected the participants and identified roles?			
Identified the decision making process (leader decision, vote, consensus)			
Decided where and when to hold the meeting and confirmed availability of the space?			
Identified and confirmed availability of any needed equipment?			
Notified participants of when and where?			
Developed a preliminary agenda with purpose and objectives clearly stated?			
Sent the preliminary agenda to key participants and other stakeholders to sound them out in advance?			
Finalized the agenda and distributed it to all participants?			
Sent any reports or items needing preparation to participants?			
Verified that all key people will attend?			
Prepared yourself (handouts, slides etc.)?			