Meeting Preparation Checklist
By admin

☐ Identify the purpose of the meeting
☐ Ensure you really need a meeting
☐ Develop a preliminary agenda
☐ Select the right participants and assign roles
☐ Decide where and when to hold the meeting
☐ Confirm availability of the space
☐ Send invitations
☐ Send preliminary agenda to key participants and stake holders
☐ Send pre-reading or requests which require advance preparation
☐ Follow up in person, if appropriate
☐ Choose the decision making process for the meeting (majority vote, group consensus or leader’s choice)
☐ Identify, arrange and test any required equipment
☐ Finalize and distribute the agenda to all participants
☐ Verify that all key participants will attend and know their role
☐ Prepare yourself (draft presentations, printed handouts etc.)

Customize, print, share & USE this list at: checklist.com/meeting-preparation-checklist