

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.)