

Meeting Preparation Checklist

Have you...

- Identified the purpose + desired outcomes
- Ensured a meeting is truly necessary at this time
- Developed an agenda
- Selected the right participants and assigned roles
- Decided on a time and place
- Confirmed location
- Sent calendar invite with details
- Included agenda and pre-meeting prep materials
- Sent follow-up reminders + confirmed attendance
- Secured and tested any needed equipment
- Spent your own time preparing for the meeting

You're all set. Have a great meeting!