

A GOOD MEETING

CHECKLIST

Time and Place

- When and where is the meeting?
- How long will it last?

People

- Who will attend?
- Who will chair?

Roles

- Do participants have special responsibilities?
- Will people have time to prepare input?

Purpose

- What is the objective of the meeting?
- What is the agenda?

Type of Meeting; Documentation

- Briefing? Brainstorming?
- What documentation is required?
- Who will prepare and circulate it?

Facilities

- Is there a room with equipment?
- What about refreshments, car parking, etc?