**Sample Meeting Planner Checklist**

|  |  |
| --- | --- |
|  **Activity** | **Due Date** |
|  | Select meeting date and time, and check for potential conflicts |  |
|  | Reserve meeting room (consider disability access needs) |  |
|  | Develop list of participants |  |
|  | Notify or send an electronic meeting request to all participants |  |
|  | Reserve type and quantity of equipment needed* Laptops
* Flip charts & easels
* Projection equipment – overhead or LCD
* “Sticky wall”
* Microphone/sound system
 |  |
|  | Arrange for a note taker; schedule time in note taker’s calendar to produce a summary of the meeting immediately following |  |
|  | Design meeting evaluation form |  |
|  | Determine handouts/information to send prior to the meeting |  |
|  | Arrange for food or beverages, as needed |  |
|  | Preview meeting room (if possible), check for:* Seating capacity
* Room set-up
* Wall space for hanging charts
* Projection screen
* Projector & laptop connections and internet connection
* Flip chart easels and extra pads
* White/black board
 |  |
|  | Make arrangements for parking |  |
|  | Copy handouts and assemble meeting materials packets |  |
|  | Send meeting reminder notice (include directions to meeting location) |  |
|  | Send pre-meeting homework assignment, if appropriate |  |
|  | Prepare name badges or table tents |  |
|  | Assemble facilitation supplies (markers, self-stick notes, large cards, markers, colored dots, masking tape, sticky wall, etc.) |  |
|  | Obtain room key or arrange for room to be unlocked |  |
|  | Set up meeting room and test projection equipment |  |
|  | Introduce speaker/facilitator |  |
|  | Distribute and collect evaluation forms (if necessary) |  |
|  | Type and distribute meeting notes |  |
|  | Review evaluations |  |
|  | Schedule follow-up “check-in” meeting with group |  |

**Sample Meeting Agenda Template**

|  |
| --- |
| **Meeting Title**Date:\_\_\_\_\_\_\_\_\_\_Start/End Time:\_\_\_\_\_\_\_\_\_\_\_Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Meeting Goals***
*
 |
| **Agenda Items** | **Who** | **Amount of Time** |
| *Describe agenda items in action terms (e.g., Review plans for XYZ) that focus the group’s work toward achieving desired outcomes. Assign a time limit and someone to lead discussion of each item (if necessary).* |
| **1.)** |  |  |
| **2.)** |  |  |
| **3.)** |  |  |

**Sample Meeting Minutes Template**

|  |
| --- |
| **Meeting Title: Minutes**[Meeting Date] [Meeting Time] [Meeting Location]  |
| **Type of Meeting** |  |
| **Attendees** |  |
| **Note Taker** |  |
|  |
| **Agenda Items** |
| **[Time allotted] [Agenda topic] [Presenter]** |
| **Discussion:** |  |
| *[Describe key points, decisions, actions & due dates]* |
| **Conclusions:** |  |
|  |
|  |
| **Action Items:** | **Person Responsible:** | **Deadline:** |
|  |  |  |
|  |  |  |
|  |  |  |
| **[Time allotted] [Agenda topic] [Presenter]** |
| **Discussion:** |  |
| *[Describe key points, decisions, actions & due dates]* |
| **Conclusions:** |  |
|  |
|  |
| **Action Items:** | **Person Responsible:** | **Deadline:** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Special Notes** |  |