**Sample Meeting Planner Checklist**

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| --- | --- | --- |
| **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**

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| --- | --- | --- |
| **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:** |
|  | |  |  |
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|  | |  |  |
| **Special Notes** |  | | |