Objective(s)
- What should be achieved by the end of the meeting?

Background Information
- Information already known
- Information needed
- Limitations:
  - Deadlines
  - Constraints
  - Resources Available

Meeting Participants
- Who would expect to be involved?
- Who needs information?
- Who can contribute?
- Who would provide support?

Agenda Planning
- Topics/issues to cover
- Time allotted for each agenda item
- Start/end time
- Meeting location/date
- Assign note taking

Participant Preparation
- Agenda sent to participants prior to meeting?
- Any pre-work required?
Meeting Planning Checklist

Meeting objective: ______________________________

Date: ____________________

Time: ___ to ____ a.m./p.m.

Place: ____________________

Participants: ________________________________

Room reserved: ______________________________

Agenda (meeting notice)

Prepare: __________________
Sent: __________________

Meeting Materials

- Notepads, pencils
- Name/place cards
- Name badges
- Handouts

Equipment

- Overhead projector
- Slide projector
- Proxima
- Screen (Size)
- Charts
- Chalkboard
- Videotape
- Marking pens
- Microphone
- Lectern
- Extension cord
- Spare lamp
- Spare lamp
- Spare lamp
- Pointer
- Chalk
- TV/VCR

Room Layout

Food, Beverage

- Coffee
- Juice
- Soft drinks
- Lunch

Post meeting

- Action Minutes
- Next meeting ______________________

Note: Designate No Smoking Area
**Meeting Title/Purpose:**

**Meeting Objective(s):**

1. 
2. 
3. 
4. 

**Logistics:**

**Date:**

**Time:**

**Location:**

**Bring (Materials):**

**Preparation Required:**

**Group Members:**

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

Meeting Called By: 

Telephone: 

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Format</th>
<th>Time</th>
<th>Person(s) Responsible</th>
</tr>
</thead>
</table>
To: __________________________
From: _______________________
Date: _______________________

Date: ___________________________________________________
Time: Start: ___________ End: __________________________
Location: ________________________________________________

### Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Time</th>
<th>Person(s) Responsible</th>
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Meeting Objective: ________________________________________________

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Pre-meeting preparation: ____________________________

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
# Meeting Action Plan

**Meeting:** ______________________________________

**Meeting date:** _______________________________

**Recorder:** ________________________________

**Chair:**

<table>
<thead>
<tr>
<th>Action to be Taken</th>
<th>Person Responsible</th>
<th>Deadline</th>
<th>Completed</th>
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**Key issues or discussion**

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

**List of attendees attached**

Time end: ____________________

Start: ______________________

**Next meeting:** __________________________  **Length:** __________________
Meeting Evaluation Form

- **Our meeting today was:**
  Focused 1 2 3 4 Rambling

- **The pace was:**
  Too fast Just right Too slow

- **Everyone got a chance to participate:**
  Yes Somewhat No

- **Our purpose was:**
  Clear 1 2 3 4 Confused

- **We made good progress on our plan:**
  Yes Somewhat No

- **We followed our ground rules:**
  Yes Somewhat No

*Additional Comments:*

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
### Meeting Minutes Worksheet

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Key Discussion Points</th>
<th>Main Points</th>
<th>Outcomes</th>
<th>Decisions, Action Items</th>
</tr>
</thead>
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