



Meeting checklist

Activity	Completed
Identify the purpose of the meeting and set the objectives.	
Develop an agenda of what you need to discuss. Remember to include coffee or lunch breaks if it's an all-day meeting. If required set the assigned roles and request any documents that need to be brought to the meeting e.g. financial reports.	
Plan who needs to be invited to the meeting. Consider who is relevant and what part of the meeting they are required for. Should they join you at a specific time instead of the whole meeting?	
Now you have the number of participants, choose a space to hold the meeting. Do you have enough room in the office or would it be more feasible to hire a larger room? For venue finding assistance contact Function Fixers today with your requirements.	
Before you set a date, remember to check if all the equipment you require is going to be available, such as AV.	
Check the participants' diaries if possible and choose a date.	
Book equipment, venue hire, catering if required and so on.	
Send out invitations in the most appropriate form such as invitation requests via Outlook Calendar. This is a great time to send over the preliminary agenda too.	
Follow up with invitees in person or via phone if appropriate. Verify they can attend and that they understand their roles.	
Finalise the agenda and distribute to all attendees.	
Prepare yourself and the meeting space. Make sure you have everything ready such as handouts and have set up the presentation. If required have biscuits to hand!	

