

Planning Meetings Checklist

Planning: Checklist with Key Reminders

Purpose of the meeting

- Why is the meeting necessary?
- What are its key objectives?
- Can these objectives be met in a more efficient manner?

List agenda items

- Ask colleagues for input
- Identify the most important items

Assess time for each item

- How much time is needed for meaningful dialogue?
- What processes will be needed to facilitate the discussion?

Notice controversial topics

- Will an item create controversy?
- What processes can be used to handle the controversy?

Note potential resolution strategies

- Consider alternative processes to facilitate resolving the controversy
- Discuss potential strategies with colleagues

Identify appropriate group processes and or procedures

- Consider decision-making processes that might be used
- Consider the use of ad hoc work groups to prepare or follow up on topics

Notify participants of date, time and agenda

- Send out agenda in advanced
- Attach relevant materials to prepare participants

Gather required equipment and materials

- Ensure appropriate location with comfortable environment
- Organize refreshments and required equipment