

Checklist: Preparing a Meeting		
Item	Task	Completed
1.	Define the group of participants	<input type="checkbox"/>
2.	Determine the venue and the meeting room (internal or external)	<input type="checkbox"/>
3.	Determine the topics to be discussed and draw up the agenda <ul style="list-style-type: none"> ▶ Time allowed for each topic ▶ Beginning and end of the meeting ▶ Plan in breaks ▶ Don't forget the item "Any other business" 	<input type="checkbox"/>
4.	Put together materials and the documents needed for the discussion <ul style="list-style-type: none"> ▶ Explanations for the items ▶ Overview of alternatives including their pros and cons ▶ Suggestions ▶ Summary of already existing opinions 	<input type="checkbox"/>
5.	Write invitations including the following points: <ul style="list-style-type: none"> ▶ What is the meeting about? ▶ Why will the topic be discussed (use, reason, purpose, aim)? ▶ Where will the meeting take place? ▶ When will the meeting be held? (If necessary, agree on the date by phone before sending off the written invitation) ▶ Who will be invited? 	<input type="checkbox"/>
6.	Send the agenda and the documents needed for the discussion along with the invitation	<input type="checkbox"/>
7.	Obtain a confirmation of attendance from the participants	<input type="checkbox"/>
8.	Provide the necessary graphic and technical aids	<input type="checkbox"/>
	▶ Board/paper with various writing implements and cloth	<input type="checkbox"/>
	▶ Notebook/ projector (test them before the meeting) or OHP with spare bulb, transparencies and markers	<input type="checkbox"/>
	▶ Moderator's case (check content for completeness before the meeting)	<input type="checkbox"/>
	▶ Microphone system (test before the meeting)	<input type="checkbox"/>
9.	Arrange for catering	<input type="checkbox"/>
10.	If required, make a seating plan and have place cards printed	<input type="checkbox"/>

11.	Define type of minutes (detailed minutes or discussion notes with results/ decisions, depending on purpose of the minutes)	<input type="checkbox"/>
12.	Appoint a keeper of the minutes	<input type="checkbox"/>