

# Sample Meeting Preparation Checklist

Actions to be Completed	Completion Date	Action Completed Yes/No	Notes
Develop Agenda  Circulate Meeting Documents  Check Participant Numbers  Check Meeting Venue: <ul style="list-style-type: none"><li>• Venue size</li><li>• Accessibility</li><li>• Car parking and transport links</li><li>• Presentation equipment</li><li>• Refreshments and/or catering requirements</li><li>• Note taker</li><li>• Facilitator</li></ul>			