

# Committee meeting checklist

Meeting title:

Date:

## Meeting preparation

- Set clear Objectives.
- Create a detailed agenda.
- Gather Relevant Material - Documents, reports etc.
- Notify Attendees.
- Review past minutes.
- Prepare discussion points for each agenda item.
- Designate rolls.
- Allocate time slots for each agenda item.
- Technical setup and preparation.



## During meeting

- Start on time.
- Follow the prepared agenda to stay focused and on track.
- Encourage active participation and respectful discussions.
- Make sure decisions are well understood and documented.
- Manage conflicts constructively and steer back to the agenda.
- Respect the schedule and wrap up as scheduled.



## Post-meeting

- Distribute the meeting minutes and assigned action items promptly.
- Actively seek feedback from participants.
- Reflect and adapt - Take time to assess the effectiveness of each meeting.

