

PLANNING A MEETING CHECKLIST

Use this checklist to make setting up a meeting easy with these 5 steps.

1. WHAT IS THE GOAL OF THE MEETING?

2. WHAT TOPICS ARE YOU GOING TO DISCUSS?

3. WHO NEEDS TO BE AT THE MEETING?

4. FIND A GOOD PLACE FOR THE MEETING?

5. DID YOU SEND OUT INVITES AND AGENDAS?