

MEETING AGENDA CHECKLIST

When you are responsible for setting a meeting agenda there are five key areas you need to address to ensure you produce an effective agenda that achieves your meetings objective.

Task	Completed
<p>Logistics: their purpose is to ensure that everyone required at the meeting knows what is expected of them and why they need to attend.</p> <ul style="list-style-type: none"> • Date of meeting and timings • Its location with directions as necessary • Title of meeting • Attendees and those requiring copies of the minutes 	
<p>Objective: this leave no one in any doubt as to the purpose of the meeting and what needs to be achieved at its closure.</p> <ul style="list-style-type: none"> • Clear and concise objective • Presenters' are given a clear brief as to what is expected of them and their contribution • Background information and supporting evidence is detailed and dates for its circulation are listed. 	
<p>Housekeeping: these are items that can be dealt with on the front page of the minutes and should not take up more than 10-15 minutes in total.</p> <ul style="list-style-type: none"> • Apologies and replacement attendees are named. • Previous minutes with any necessary amendments are approved and signed off by chair and another required person. • Any required announcements are made • Any new handouts or briefing documents are declared and listed in the minutes 	
<p>Defining Items: each item should have a clear title and combined they should assist individuals deciding on whether it is appropriate for them to attend or not.</p> <ul style="list-style-type: none"> • Provides structure and focus to the meeting • Each item has a specific allocation of time • Presenters or those responsible for leading the discussion have a defined time slot to present their contribution or material • Within timings if appropriate include comfort breaks to keep everyone's concentration and provide a buffer if needed 	
<p>Closure: this is a key function of the agenda as it informs all those in attendance of the meetings end which is important when they are deciding if they should attend and defines the next steps.</p> <ul style="list-style-type: none"> • Chair presents a summary of the meeting and how well it has achieved its objective. • Runs through all agreed actions and the person responsible for its delivery within the defined timescale. • Gain agreement for date, time and location of next meeting 	