Pre-Meeting Checklist Template

# [Team Name] - Meeting Title

## January 1, 2025

## 10:00am – 10:50am

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| Meeting Purpose: Prepare effectively for your next meeting with these tips! |  |
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| 10:00 – 10:10 | Fill out the agenda  * Add all of the main points you'd like to discuss and see if other attendees have anything to add * Add how long you expect every agenda item to take by modifying the column to the left! * Modify the column to the right to assign each agenda item to a specific attendee | Team Lead |
| 10:10– 10:20 | Review the previous meeting's action items  * Do any of them require updates in the current meeting? | All Members |
| 10:20 – 10:30 | **Draft the expected outcomes**   * What do you hope to achieve during this meeting? | All Members |
| 10:30 – 10:40 | **Invite the right people**   * Make sure you are only inviting the people that must be at the meeting to move things along! | All Members |
| 10:40 – 10:50 | **Share your agenda**   * Sending out your agenda ahead of time helps ensure that everyone is on the same page during the meeting | All Members |