Pre-Meeting Checklist Template

# [Team Name] - Meeting Title

## January 1, 2025

## 10:00am – 10:50am

|  |  |
| --- | --- |
| Meeting Purpose:Prepare effectively for your next meeting with these tips! |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| 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 |