

Meeting Preparation Worksheet

Title of the meeting? _____

Date of the meeting? _____ Location: _____

Purpose of the meeting? _____

Timing of the meeting: Start time? _____ End time? _____

Who should attend? _____

What items should the agenda contain? _____

How should attendees prepare for this meeting? _____

What Audio/Visual equipment and Handouts will be needed?

Meeting Notice Checklist: Who, What, When, Where, Why, How long?