Project Meeting Agenda Checklist

Meeting Details

- Date: _____
- Time: _____
- Location / Platform: _____
- Meeting Leader: _____
- Attendees: _____

Agenda Preparation

1. Define meeting objective
2. Prepare and share agenda in advance
3. Assign roles (facilitator, note-taker, timekeeper)
4. Gather necessary materials and data
5. Set expected outcomes and decision points

During the Meeting

1. Welcome and introductions (if needed)
2. Review agenda and meeting objective
3. Discuss each agenda item
4. Record decisions, action items, and owners
5. Track timing and keep meeting on schedule
6. Review next steps and assignments

Follow-up

1. Distribute meeting notes and decisions
2. Send list of action items with deadlines
3. Schedule next meeting (if needed)
4. Solicit feedback for meeting improvements

Additional Notes:

Write notes here...