

Agenda Planning Checklist for Project Meetings

MEETING DETAILS

- Meeting Title:
- Date:
- Time:
- Location / Online Link:
- Facilitator:
- Note Taker:
- Attendees:

PRE-MEETING PREPARATION

- Define meeting objectives and outcomes
- Identify and prioritize agenda items
- Estimate time needed for each topic
- Share agenda and relevant documents in advance
- Assign presenters for each topic
- Confirm attendee availability

AGENDA STRUCTURE

- Welcome and introductions
- Review and approve previous meeting notes (if any)
- Discuss agenda items (list topics in order of priority)
- Action items review and assignment
- Next steps and follow-up
- Set date/time for next meeting
- Adjournment

POST-MEETING ACTIONS

- Distribute meeting minutes/summary and action items
- Follow up on assigned tasks
- Collect feedback for meeting improvement

NOTES

