

Basic Blank Agenda Preparation Checklist

- ☐ Define meeting purpose / objectives
- ☐ List key topics or agenda items
- ☐ Assign presenter or facilitator for each item
- ☐ Allocate estimated time for each item
- ☐ Identify required materials or documents
- ☐ Determine attendees / participants
- ☐ Set meeting date, time, and location
- ☐ Share agenda with participants in advance
- ☐ Leave space for notes or follow-up items