

Blank Checklist for Effective Meeting Agendas

- ☐ Meeting Title
- ☐ Date and Time
- ☐ Location/Platform
- ☐ Attendees/Participants
- ☐ Purpose/Objectives
- ☐ Agenda Items
- ☐ Time Allocation per Item
- ☐ Facilitator for Each Item
- ☐ Preparation Required
- ☐ Desired Outcomes
- ☐ Action Items
- ☐ Follow-Up Plan