Blank Meeting Agenda Planning Checklist

Basic Details

Meeting Title

Enter meeting name

Date

Time

Location / Platform

Enter venue or online platform

Facilitator

Facilitator name

Attendees

List of participants

Checklist

☐ Define meeting objectives

☐ Prepare agenda topics

☐ Assign presenters or discussion leads

☐ Share agenda with attendees

☐ Gather necessary materials

☐ Confirm venue/technology setup

☐ Prepare notes or handouts

☐ Set time limits for topics

☐ Send reminders to participants

Agenda Outline

List agenda items and timing

Notes

Additional notes