

Staff Meeting Agenda Planning Checklist

Meeting Date/Time:

Enter date and time

Location / Platform:

Enter location or meeting link

Facilitator:

Enter name

Checklist

- ☐ Define meeting objectives
- ☐ Create agenda outline
- ☐ Identify presenters/topics
- ☐ Allocate time for each topic
- ☐ Prepare materials needed
- ☐ Send agenda to participants in advance
- ☐ Confirm attendance
- ☐ Assign note taker/timekeeper (optional)
- ☐ Set up room/technology (if applicable)

Agenda

| Time | Topic | Presenter | Notes |
|------------------|-------------|-----------|-------|
| e.g. 09:00-09:15 | Agenda item | Presenter | |
| | | | |
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Additional Notes

Add any additional notes here...

