

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	

Additional Notes

Add any additional notes here...

