**Meeting Checklist for: [Committee Name]**

**Meeting Date:**

|  |  |  |
| --- | --- | --- |
| **4 weeks prior to meeting** | **Who** | **Status** |
| Prepare draft agenda |  |  |
| Check meeting room booking |  |  |
| Confirm special room requirements – polycom, AV etc |  |  |
| **4 weeks prior to meeting – [Meeting] pre-meeting** | **Who** | **Status** |
| Friday before – provide draft agenda to Chair |  |  |
| Print copies of the draft agenda & Matters Arising for Chair |  |  |
| Send notification for all standing agenda items to appropriate stakeholders |  |  |
| Prepare Agenda cover sheet for each item |  |  |
| **2 weeks prior to meeting** | **Who** | **Status** |
| Save each agenda item in the relevant meeting folder as they are received as PDF |  |  |
| Update Agenda Schedule with any new agenda items received |  |  |
| Copy previous meeting minutes from previous meeting folder into current meeting folder |  |  |
| Prepare agenda items for the meeting pack – ensure that the agenda items include the pre-requisites like meeting name, date, agenda item, agenda title, page numbers |  |  |
| Finalise agenda |  |  |
| **1 week prior to meeting** | **Who** | **Status** |
| Prepare a combined pdf of the meeting pack from received agenda papers |  |  |
| Check access controls for specific agenda papers if required |  |  |
| Create a draft meeting pack for review |  |  |
| Once finalised, distribute meeting pack to members and attendees |  |  |
| Draft Chair’s Brief (guidance notes) |  |  |
| **Once papers have been distributed** | **Who** | **Status** |
| Save a copy of the Meeting pack in shared drive |  |  |
| Obtain copy of PowerPoint presentations from presenters |  |  |
| Prepare and print record of attendance sheet |  |  |
| Prepare and print minutes for signing |  |  |
| Prepare shell minutes for meeting |  |  |
| Order catering for lunch/ morning/ afternoon tea (if required) |  |  |
| Finalise the service of catering for the meeting day with appropriate staff |  |  |
| Finalise the room set-up including power board cables, polycom etc |  |  |
| Finalise the Chair’s Brief |  |  |
| Finalise seating plan (if required) |  |  |
| Collate the name plates (if required) |  |  |
| **Before meeting on meeting day** | **Who** | **Status** |
| Set up tables in correct configuration |  |  |
| Put PowerPoint presentations from presenters onto USB for use in meeting room |  |  |
| Test PowerPoint presentations in the meeting room |  |  |
| Obtain laser pointer/microphone if required |  |  |
| Set out nameplates in accordance with seating plan |  |  |
| Print Chair’s brief |  |  |
| **At the meeting on meeting day** | **Who** | **Status** |
| Provide Chair with the Chair’s brief |  |  |
| Record attendance |  |  |
| Take minutes |  |  |
| Table late documents |  |  |
| Collect signed minutes of previous meeting |  |  |
| **Immediately after the meeting/following day** | **Who** | **Status** |
| Collect papers left behind and dispose of appropriately |  |  |
| Collect nameplates |  |  |
| **1 - 2 days after meeting** | **Who** | **Status** |
| Draft Meeting advices (if required) |  |  |
| Distribute Meeting advices to stakeholders |  |  |
| Update attendance records |  |  |
| OCR and file signed minutes, attachments, email folder, meeting pack of previous meeting in RAMS |  |  |
| **5 days after meeting** | **Who** | **Status** |
| Draft minutes completed, watermark to read ‘For confirmation’ |  |  |
| Update Matters Arising document |  |  |
| Once approved by the Chair, email out Matters Arising document to those  who have actions |  |  |
| Update Agenda Schedule |  |  |
| Create next meeting agenda using previous agenda and agenda schedule as a guide |  |  |
| Upload to the website/SharePoint or distribute minutes (if required) |  |  |