

Description	N/A	✓	Notes
1. Prepare and distribute a final agenda, identifying who is responsible for each topic or item.			
2. Prepare and distribute background information.			
3. Discuss with the chairperson the style of the meeting and the chairperson's role.			
4. Determine the format of the minutes, including a report system regarding achievement.			
5. Consider a dry run — if necessary, make appropriate changes.			
6. Determine the criteria for agreement on contentious issues.			
7. Consider the contributions required from the participants.			
8. Identify a convenient time and location and confirm this with participants.			
9. Become familiar with the actual meeting place and surroundings.			
10. Prepare meeting material and organize logistics (audio-visual aids, reports, handouts, coffee).			
11. Determine who will be the recording secretary; define this person's role; obtain agreement as to expectations and timing.			