

Description	N/A	✓	Notes
1. Establish need for the meeting.			
2. Define the problem(s).			
3. Research the facts and issues.			
4. Establish objectives for the meeting.			
5. Determine the most suitable type of meeting.			
6. Outline meeting expectations and accomplishments.			
7. Consider leadership (identify a chairperson and a discussion leader for each item).			
8. Develop and distribute a preliminary agenda.			
9. Determine who should attend, and why.			
10. Determine the pre-meeting information needed by each participant as well as the data each participant is required to bring to the meeting.			
11. Allow sufficient time for research and preparation of each agenda item.			