SHERPANY

Meeting Preparation Checklist

- [ ] Is the need for a meeting clear?
- [ ] Is your presence at the meeting crucial?
- [ ] Are the objectives of the meeting clear?
- [ ] Does the meeting have a structured agenda with supporting documentation?
- [ ] Have you reviewed and contributed to the agenda?
- [ ] Have you received and read all the meeting materials?
- [ ] Have you asked, and gotten answers to, all questions in advance?
- [ ] Are you clear on who is attending the meeting, and who is leading each agenda item?
- [ ] Have you anticipated any potential blockers, and possible solutions to these?
- [ ] Have you considered desired outcomes and actions?

If you have answered 'no' to any of the above, then ensure you address these issues individually or bring it to the attention of the meeting organiser.