# Meetings Checklist

## Before the meeting:

### Things to think about

 [ ]  What is the meeting for?

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[ ]  What is the date and time of the meeting?

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[ ]  Where will the meeting be held?

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| --- |
|  |

[ ]  Do I have a list of the things that will be talked about at the meeting? This is called an agenda.

[ ]  Do I know who else will be at the meeting?

[ ]  Do I know how I will get there? Plan to arrive five minutes before the start of the meeting.

[ ]  Will I take someone with me for support?

[ ]  Do I have any access arrangements that I need to inform people about?

### Things to do

[ ]  Have I made a list of any questions I want to ask at the meeting?

[ ]  Have I completed any paperwork that is needed for the meeting?

 **Things to take with me **

* A notepad and pen or device to make or record notes
* Completed paperwork
* List of questions
* Diary, planner or device to write down the date of the next meeting
* A drink

## During the meeting:

[ ]  Have I introduced myself?

[ ]  Has everyone else introduced themselves?

[ ]  Is anyone going to take notes?

[ ]  Have I asked my questions?

[ ]  Have I shared my views, wishes and feelings?

[ ]  Have I listened carefully to others?

[ ]  Have I asked who to contact if I have a problem?

[ ]  Do I know when the next meeting is?

 **Top Tips**

* It is ok to ask people to explain things that you don’t understand
* It is ok to disagree with what is said, say “I disagree” not “you are wrong”
* It is ok to ask for extra time to think about things
* It is ok to ask for a break

## After the meeting

[ ]  Have I got a copy of the notes from the meeting? These are called the minutes.

[ ]  Have I done what I said I would do at the meeting? These are called actions.