



# SAMPLE MEETING CHECKLIST

**A checklist of what information and documents committee members need in order to contribute effectively to meetings.**

All committee meeting members should receive the following before a meeting takes place:

## **Notice of the meeting**

Dates for management committee meetings should be set well in advance. For a meeting to be effective *all* committee members really need to be present.

## **Minutes of the previous meeting**

The minutes are an essential record of what happened and what was decided at the previous meeting. It is important that minutes are well-prepared, giving an accurate account of the most important actions and decisions taken at that meeting.

## **Agenda for the forthcoming meeting**

An agenda simply lists the topics or issues that will be discussed at the meeting and should give shape and direction to the meeting.

## **Any relevant papers**

These relevant papers might include:

- Work reports on key outcomes/outputs, and
- Financial reports

