

# Online meeting preparation checklist

Prepare a fictional meeting with a clear purpose, accessible materials and a known record of decisions.

## Prepare the meeting

Purpose and expected outcome

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Organiser reviewer and date

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Mark C for complete, W for work needed or N for not applicable.

| Status | Check                                      |
|--------|--------------------------------------------|
|        | Expected outcome stated                    |
|        | Required participants identified           |
|        | Joining information clear                  |
|        | Approved meeting route confirmed           |
|        | Materials available before the meeting     |
|        | File access checked separately             |
|        | Access needs considered                    |
|        | Facilitator and note owner agreed          |
|        | Recording handled through approved process |
|        | Decision and action record planned         |

# Record the follow up

Access or preparation issue

Decision or action owner and due date

Record location and next review

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