

Suggested checklist to prepare for a meeting

1. Purpose of the meeting, agenda etc.

- Background for the meeting
- Meeting participants
- Purpose of the meeting
- Agenda

2. Activities

Activity 1:

- Description of the activity
- Possibilities for initiatives
- Pre-meeting research
- Suggestions for who does what
- Conversations before the meeting
- Materials

Activity 2:

- Description of the activity
- Possibilities for initiatives
- Pre-meeting research
- Suggestions for who does what
- Conversations before the meeting
- Materials

Activity 3:

- Description of the activity
- Possibilities for initiatives
- Pre-meeting research
- Suggestions for who does what
- Conversations before the meeting
- Materials

3. Individual cases

Case or topic:

- Description of the problem
- Possible solutions
- Pre-meeting research
- Own views
- Conversations before the meeting
- Materials

3. Announcements

- Information that meeting participants must have received before the meeting

4. Any other business

- Items for discussion under any other business

5. Next meeting

- Suggestions for the next meeting