**Meeting Checklist**

* Meeting Room/Area is Available?
* Is a Call-in Number Needed?  If so, is it set up?
* Attendees
  + Is the Key Decision Maker Invited?
  + Are all necessary stakeholders included?
* Input Needed for Meeting- what are people expected to bring?
* Output/Goal of the Meeting
  + Who is responsible?
* Duration Needed to Achieve Goal
* Is a description of the meetings requirements included in the invite?
* Has a recap been provided after the meeting?