

Agenda Checklist for Committee Meeting

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda Items

- ☐ Welcome and Introductions
- ☐ Review of Previous Minutes
- ☐ Financial Report
- ☐ Project Updates
- ☐ New Business
- ☐ Open Floor for Feedback
- ☐ Set Next Meeting Date

Stakeholder Responsibilities

- ☐ Presenter for Financial Report: [Name]
- ☐ Project Update Leads: [Names]
- ☐ Feedback Coordinator: [Name]

Materials Needed

- ☐ Previous meeting minutes
- ☐ Financial report documents
- ☐ Project update materials

Notes

Please ensure that all materials are prepared and distributed at least 48 hours before the meeting.