Meeting Preparation

This checklist was generated on February 23, 2022 9:56 PM

- [x] Write the purpose of the meeting.
- [x] Determine necessary, active discussion points.
- [x] List decisions that must be made during the meeting.
- [x] Could it be smarter to take decisions off the meeting?
- [x] Include space for meeting notes, next steps, and task assignment in your agenda.
- [x] Create an agenda (preferably in a wiki) and share a link to it in a calendar invite.
- [x] Select the appropriate meeting participants and send the invite.
- [x] Prepare for the meeting: Identify potential directly responsible individuals (DRIs).
- [x] Share the meeting notes within 24 hours after the meeting

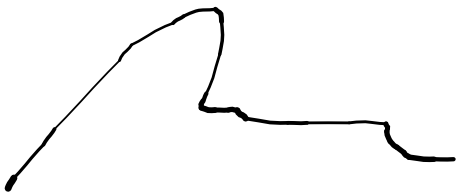
Notes

This is a cat that helpe my to prepare this meeting.

Images



Signature



Signed February 23, 2022 9:56 PM