

*Meeting tasks checklist*

Before meeting:

- Agree date, time and venue.
- Agree agenda and/or discussion points for upcoming meeting.
- Promote meeting to your existing contacts and through the Public Participation Network.

During the meeting:

- Agree chair and minute taker for this meeting
- Actions arising: Go over minutes from last meeting, discussing the findings and next steps for issues and actions
- Continue through the agenda discussing the agreed items and addressing AOB
- Agree on a date for next meeting

After the meeting:

- Type up minutes
- Send minutes to all with a summary of actions discussed and a date for next meeting.
- Send a reminder of next meeting closer to the date.