**Sample Meeting Checklist template**

*Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use to prepare for meetings.*

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| **4 weeks prior to the meeting** | **Tick (√)** |
| Draft agenda, previous meeting minutes, and resolution statement sent to members. |  |
| Call for agenda items from members for the coming meeting. |  |
| Copy of the relevant agency report template distributed to members. |  |
| **2 weeks prior to the meeting** | **Tick (√)** |
| Group Secretariat receives member agenda items, with any meeting or noting briefs and member agency reports. |  |
| Chairperson reviews agenda items and endorses agenda. |  |
| **1 week prior to the meeting** | **Tick (√)** |
| Secretariat collates agenda papers and distributes to members. |  |
| **Day of the meeting Insert Meeting Date:** | **Tick (√)** |
| Chairperson of the meeting (e.g. Chairperson/Deputy Chairperson/Other): |  |
| Attendance Sheet completed |  |
| Quorum established |  |
| Minutes taken |  |
| Resolution Statement updated |  |
| Secretariat has kept a copy of any handouts for filing purposes. |  |
| **1 week after the meeting** | **Tick (√)** |
| Secretariat forwards draft minutes to Chairperson for approval. |  |
| Secretariat distributes draft minutes and resolution statement to members |  |
| **2 weeks after the meeting** | **Tick (√)** |
| Secretariat receives feedback and updates draft minutes/resolution statement in consultation with Chairperson. |  |
| Acquitted resolutions are moved to the resolution register. |  |
| Signed meeting minutes and resolution statement, agenda, briefs/documents are filed accordingly. |  |