

## Perkins Consultation Meeting Checklist

Have You?	Yes?	No?	Notes
Sent out meeting invites six weeks in advance? Called or personally reached out to key stakeholders?			
Determined the purpose and goals of the consultation session?			
Developed the agenda to achieve the identified purpose and goals?			
Sent out a reminder one week in advance with directions and meeting agenda?			
Arranged food, refreshments, technology, and room set-up?			
Prepared speakers, name tags, sign-in sheet, data, printer materials, and other supporting elements in advance of the meeting?			
Assigned someone to take minutes?			
Set aside time after the meeting for the Perkins district team to reflect on the learning and action items?			
Sent out thank you notes and reminder about future meetings (if applicable)?			

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