

PIT Meeting Process Checklist

Meeting Planning

Steps	Who is responsible?	Document decisions and whether or not the step has been completed
Define meeting objectives		
Identify required deliverables		
Identify participants		
Determine decision-making process		
Clarify roles & responsibilities <ul style="list-style-type: none"> Who will call the meeting? Who will facilitate the meeting? Who will take notes? 		
Set date, time & location for meeting		
Develop agenda		
Send invitation and agenda		
Create meeting materials		
Confirm meeting logistics and required technology (if required)		
Share any meeting materials that require participants to have read in advance of the meeting		
Confirm attendance		
Arrive early to make certain all is ready		

Meeting Delivery

Steps	Who is responsible?	Document decisions and whether or not the step has been completed
Welcome		
Confirm objectives and agenda		
Introduce participants (if anyone is new to the group)		
Handout meeting materials (if there are any)		
Perform the “work” of the meeting: <ul style="list-style-type: none"> Lead meeting dialogue by moving participants through the agenda 		

<ul style="list-style-type: none"> • Create deliverables • Confirm decisions 		
Confirm action items/owners/due dates		
Gain agreement on next steps, including tentatively scheduling the date/time for the next meeting		

Meeting Follow-up

Steps	Who is responsible?	Document decisions and whether or not the step has been completed
Distribute meeting deliverables to attendees and TCI representatives		
Incorporate “next steps” into project plan		
Continue follow-up on open issues and action items		

Attachment A – Meeting Agenda

Meeting Title			
Logistics			
Date:		Time:	
Location:		Conference Details:	
Meeting Materials Required			
<ul style="list-style-type: none">▪▪▪			

Participants			
Facilitator:		Note taker:	
Invitees:			
Objectives:	<ul style="list-style-type: none"> ▪ Review monthly activities against what was planned for the month ▪ Discuss any discrepancies and document what worked well and what could be improved if conduct similar activities in the future ▪ Review last month's HMIS data and discuss any trend and how this compares to monthly activity data ▪ Discuss planned activities for next month, resources and coaching needs, and any other events/activities that may impact the plans 		

[illegible]

Attachment B – Follow-Up Item Log

[illegible]