Preparation Checklist

## **Workshop / Interview / Meeting**

*contributed by Gaurav Joshi*

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| Before Workshop / Interview / Meeting | |
| Finalized Objective |  |
| Created Specific and Clear Agenda |  |
| Sent relevant documentation for all attendees |  |
| Mentioned pre-requisites clearly for the attendees |  |
| Identified list of Attendees |  |
| Booked the venue |  |
| Sent meeting invite to attendees with Agenda |  |
| Identified required infrastructure  (e.g., projector, white board, desktops, networking ports etc.) |  |
| Checked venue for required infrastructure like projector, computer, white boards |  |
| During Workshop / Interview / Meeting | |
| Took notes |  |
| Asked right questions to get relevant answers |  |
| Followed agenda |  |
| Encouraged participation |  |
| Summarized at the end |  |
| After Workshop / Interview / Meeting | |
| Sent minutes of meeting |  |
| Followed-up to resolve queries / open points identified |  |