**BBF 1st Meeting Preparations Checklist**

\*\*See the *Implementing BBF* guidance for further information on roles and responsibilities\*\*

|  |  |  |
| --- | --- | --- |
|  | Due date (if applicable) | Completed |
| **Determine Roles** |
|  Choose PI |  |  |
|  Hire project coordinator and/or research assistant |  |  |
| **BBF Committee Members** |
|  Determine potential committee members |  |  |
|  Send invitation letters |  |  |
|  Send/distribute BBF narrated PowerPoint Introduction and refer members to [bbf.yale.edu](http://www.bbf.yale.edu/) |  |  |
|  Send agenda and BBF manual to members attending meeting *(at least 2 weeks before the 1st meeting)* |  |  |
| **Logistics** |
| Select 1st meeting date[[1]](#footnote-1) *(include in the invitation letters)* |  |  |
| Select meeting location[[2]](#footnote-2) |  |  |
| Identify additional meeting invitees[[3]](#footnote-3)  |  |  |
| Develop meeting agenda *(see sample attached)* |  |  |
| Determine what materials should be printed for BBF committee *(e.g. slides, BBF manual, Committee Member Packages, etc.)[[4]](#footnote-4)* |  |  |
| Provide materials for note taker *(audio recorder(s), notepad, pen)* |  |  |
| Supply projector and laptop for presenting *( BBF Index PowerPoint presentation)* |  |  |
| Organize meeting catering |  |  |
| Bring camera for pictures |  |  |
| Send reminder to committee members about meeting *(calls, emails, texts, etc*., *1 week beforehand*) |  |  |
| Books flights *(if applicable)* |  |  |
| Assign gear teams before the first meeting *(See BBF Gear teams template)[[5]](#footnote-5)* |  |  |
| Organize personnel to determine roles and responsibilities |  |  |
| Train personnel on the BBF to ensure they have a solid working knowledge of the BBF Index and methodology |  |  |
| Assess existence/availability of data*[[6]](#footnote-6)*  |  |  |

1. Since the first meeting is typically 2-days, select a date/time that works for all BF committee members. Select a backup meeting date in the event the first choice isn’t possible. [↑](#footnote-ref-1)
2. If possible, try to choose a location that is away from members’ work places to reduce distractions. If necessary, ensure lodging is available. [↑](#footnote-ref-2)
3. In addition to the committee members, include BBF staff as well as technical staff that have been identified as alternates for committee members who are unable to attend all 5 meetings. [↑](#footnote-ref-3)
4. Laptops will make it easier for committee members to develop their data gathering action plans and submit copies to the PI before the end of the meeting. [↑](#footnote-ref-4)
5. The recommendation is to assign no more than 3 gears per person; 1-2 is preferable and those assigned to Training and Program Delivery gear should only be assigned to this gear due to the workload involved. [↑](#footnote-ref-5)
6. If it is feasible, identify and obtain data, e.g. reports or policies, before the first meeting to reduce the burden on committee members and project coordinator between the first and second meeting. [↑](#footnote-ref-6)