**BBF 2nd Meeting Preparations Checklist**

|  |  |  |
| --- | --- | --- |
|  | Due date (if applicable) | Completed |
| **Logistics** |
| Select meeting location[[1]](#footnote-1) |  |  |
| Identify additional meeting invitees[[2]](#footnote-2)  |  |  |
| Develop meeting agenda *(see sample attached)* |  |  |
| Advise gear teams on presentations at the 2nd meeting and ensure they have completed the preliminary scoring of their benchmarks[[3]](#footnote-3)  |  |  |
| Collect an electronic copy of their gear team package for use at the meeting |  |  |
| Provide materials for note taker *(audio recorder(s), notepad, pen)* |  |  |
| Supply projector and laptop for presenting  |  |  |
| 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)* |  |  |
| Organize personnel to determine roles and responsibilities at the 2nd meeting |  |  |
| Print any additional material needed *(extra manuals etc.)*  |  |  |

* During the 2nd meeting, as gear teams are presenting, be sure to document the discussion, changes in scoring from the gear team decisions due to full meeting consensus, additional data sources that may be needed, and gaps identified (if applicable). This can be done using the copy of the gear team package during the meeting with the notetaker documenting the changes or having it done by the end of the meeting.
1. If possible, try to choose a location that is away from members’ work places to reduce distractions. [↑](#footnote-ref-1)
2. 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-2)
3. The presentation can be developed in several ways: as a powerpoint presentation (there is a template for this), presentation of the scoring pathways within a word document, or presentation of the teams gear packages (mainly the scoring pathway, gear team discussion, data sources, and justification). [↑](#footnote-ref-3)