**BBF 3rd 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 to complete for the 3rd meeting and ensure they have completed final scoring of their benchmarks, gaps, and initial recommendations[[3]](#footnote-3) |  |  |
| Collect an electronic copy of their gear team package for documentation for Yale right before 3rd 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 |  |  |

* During the 3rd meeting, as gear teams are presenting, be sure to document the discussion, final scoring consensus, gaps identified, and recommendations (if applicable).

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)