A Meeting Checklist

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|  |  | Yes | No |
| Purpose | 1. Have we identified clear and important meeting **outcomes**? |  |  |
| Content  fff  f | 1. Have we chosen **activities** that serve meeting outcomes and take full advantage of each participant’s knowledge, expertise and presence? |  |  |
| 1. Have we been clear why each item is on the agenda?  * Make a decision? * Get advice before making a decision? * Develop new insights and/or shared understanding? * Develop skills and/or content knowledge? * Just keep participants informed? |  |  |
| 1. Have we gathered or developed **materials** (drafts, charts, etc.) that will help to focus and advance the conversation? |  |  |
| 1. Have we determined what, if any, **prep work** we will ask participants to do and how we will hold participants accountable for doing it? |  |  |
| Process | 1. Have we assigned **roles,** including facilitator, note taker, and timekeeper? |  |  |
| 1. Have we decided how we will **respond to feedback** from previous meetings? |  |  |
| 1. Have we planned how to **engage** all participants? |  |  |
| 1. Have we built in time to review **next steps**? |  |  |
| 1. Have we built in time to **assess** what worked and what didn’t? |  |  |
| Pacing | 1. Have we assigned **realistic times** to each part of the meeting? |  |  |
| 1. Have we ensured thatthe **most important** meeting objective is addressed early in the meeting? |  |  |