A Meeting Checklist

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|  |  | Yes | No  |
| Purpose | 1. Have we identified clear and important meeting **outcomes**?
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| Contentffff | 1. Have we chosen **activities** that serve meeting outcomes and take full advantage of each participant’s knowledge, expertise and presence?
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| 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?
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| 1. Have we gathered or developed **materials** (drafts, charts, etc.) that will help to focus and advance the conversation?
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| 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?
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| Process | 1. Have we assigned **roles,** including facilitator, note taker, and timekeeper?
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| 1. Have we decided how we will **respond to feedback** from previous meetings?
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| 1. Have we planned how to **engage** all participants?
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| 1. Have we built in time to review **next steps**?
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| 1. Have we built in time to **assess** what worked and what didn’t?
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| Pacing | 1. Have we assigned **realistic times** to each part of the meeting?
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| 1. Have we ensured thatthe **most important** meeting objective is addressed early in the meeting?
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