

# Checklist for Productive and Effective Meetings

There are three stages around meetings: preparation, the actual meeting and follow-up.

Neglecting the preparation and follow-up make the actual meeting a waste of time.

MeetingKing can help to efficiently manage all three stages.



## Preparation

- Define a clear goal
- Select participants
- Decide the form of the meeting (in person or phone or web conference)
- Set date and start and end time
- Distribute agenda and provide supporting material in time
- Demand that everyone is prepared
- Designate one person to take notes during the meeting. Consider rotating this function.

## Actual Meeting

- Start on time
- Repeat the goal of the meeting
- Provide updates on tasks from previous meeting(s) if applicable
- Follow to the agenda, stay on time
- Stay focused, place new topics on parking lot for next meeting
- Take clear brief notes and distinguish between informational notes and decisions
- Assign tasks, assign each task to one person and set due date
- At the end of the meeting: summarize all decisions and tasks, schedule follow-up meeting if required
- end on time

## Follow-up

- Distribute minutes as soon as possible
- Communicate tasks to task owners
- Track tasks and follow-up if not completed by due date
- File minutes in a place where you can easily find them

## Ground rules

- No cell phones
- Demand proper preparation
- No side conversations
- Attendance means participation
- It is OK to have different opinions, but communicate a unified decision outward
- It is OK to have different opinions, but communicate a unified decision outward

**Make and Share Free Checklists**

[checkli.com](https://checkli.com)