

MEETING CHECKLIST



Before the Meeting:

- ☐ Make up a plan/agenda before the meeting
- ☐ Make a copy of the agenda for everyone attending the meeting explaining the importance of what you are going to discuss
- ☐ For better input, give out the agenda a week in advance and have participants look it over and come up with comments and questions
- ☐ Send out a reminder the day before the meeting establishing a start and end time
- ☐ Is it an inner-office meeting. or-do you need to plan for accommodations? - Travel expenses, Hotel Rooms, Site rental for meeting, Food and beverages, other__

During the Meeting

- ☐ Make sure you start on time, don't wait for stragglers. It may help get everyone there on time if you start at an odd time like 9:05
- ☐ Designate a person to record minutes and may be even someone to keep track of actual time to make sure you get through everything you set out to discuss at the meeting
- ☐ Stick to the agenda. If a new subject does come up that you feel needs to be addressed, create another meeting at a later date
- ☐ Have the time keeper tell you when it is nearing the end of the meeting. so you can wrap it up
- ☐ Be sure to get any final thoughts out, and ask for concerns and make a skeleton plan on meeting discussion
- ☐ Talk about a future meeting to deal with "extras" that came up during this meeting.
- ☐ Adjourn the meeting

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