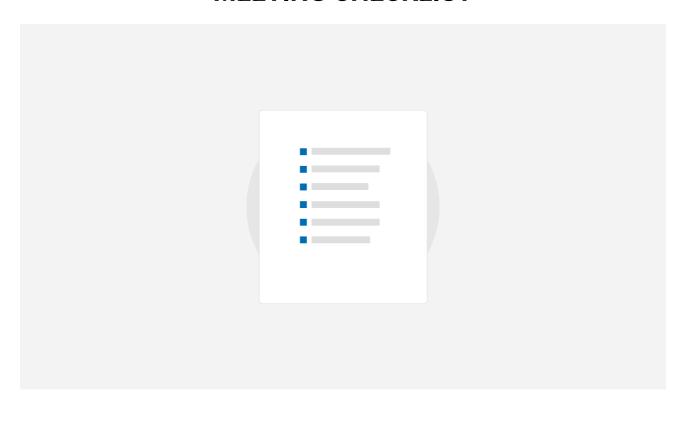
MEETING CHECKLIST



Before the Meeting:

Adjourn 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 Make and Share Free Checklists

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