

Effective Meeting Checklist



Activity

- ☐ Was an agenda sent out ahead of time?
- ☐ Were objectives clear?
- ☐ Were handout and meeting aides prepared in advance and presented at the meeting
- ☐ Was the meeting room set up properly?
- ☐ Did the meeting start on time?
- ☐ Was the agenda followed?
- ☐ Did participants understand what was expected of them during the activity?
- ☐ Did the meeting end up time?
- ☐ Was there was good participation in the meeting?
- ☐ Was the meeting controlleed?
- ☐ Was the meeting summarized?
- ☐ Were participants problems,concerns,and need sought?
- ☐ Were decision made or action items assigned to resolve problem?
- ☐ Were commitments asked for or made for?
- ☐ Were follow-up reporting times established?
- ☐ Did Meeting leader practice good interpersonal skills: Active listening,paraphrasing,etc

