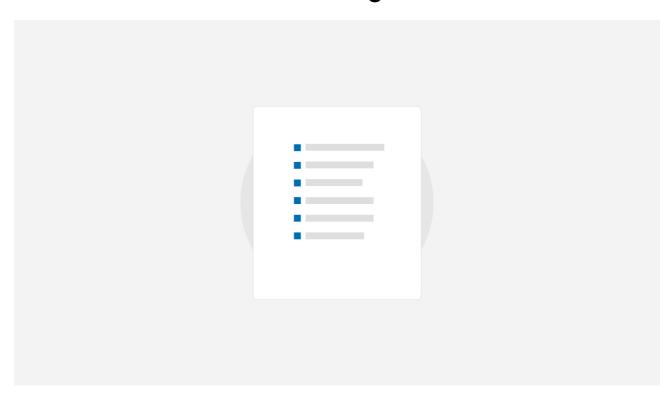
## **Effective Meeting Checklist**



## 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,paraphr Make and Share Free Checklists checkli.com