

# The Pre-Meeting Checklist



## Interview the Meeting Sponsor/Boss - if this is you, INTERVIEW yourself.

- Define the roles in the meeting: yours as facilitator, the participants' as subject matter experts, the manager, the boss, etc...
- Define "CONTEXT" and how you recommend setting up the meeting: You'll be posting a Session Objective, Agenda, Agreements, Consensus, Parking Lot, U-Shape room set up
- How will decisions be made? (Recommend Consensus)

## Important Questions to Ask:

- "Imagine the session is over ... you feel great about what happened. What happened in the meeting/project and what results were achieved that make you feel so good?"
- "What is the session objective" (or overall project objective)
- "What has been going well?"
- "What would you change?"
- "What might be some of the most important topics we discuss at this meeting?"
- "What else would be useful for me to know to make sure the meeting doesn't waste time?"
- "Who would you like to see at the meeting?"
- "How do you typically document meetings?"

## Interview the Participants

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- 1 st - Send an introductory "Welcome to the Team!" email explaining you would like to talk with them before the meeting to answer their questions and clarify their role.
- Set up Interviews – (15 minutes is average time needed) Face-to-face is best. Phone call, 2 nd best.
- Ask them the same questions as above.

### **Email 1: Ask all participants for feedback ( This may be combined with Email 2, if details are completed)**

- When the session objective and agenda are confirmed, send them to the participants asking for their feedback and questions. Confirm they understand their role in the meeting.

### **Email 2: Participant Logistics. Include:**

- The start and end time of the meeting.
- Location and directions for meeting.
- (Ask participants to arrive 10 minutes early to enjoy coffee/tea and snacks. Friendly Reminder: you will kick off PROMPTLY at the start time).
- The Agenda.
- Any items to prepare before the meeting – read a document, etc.
- What to bring – data, a pen, sweater, food & H2O...
- Is Lunch provided? If no, a list of restaurants nearby.

### **Confirm Meeting Logistics**

- Location of the meeting
- Who will set up the room?
- What time can we get in room to set up?
- Can we tape posters/charts on walls?
- What Audiovisuals are required?
- Who will bring the AV and set them up? What time?
- Refreshments? Lunch? - How many? Who will set it up? When?
- Who will kick off the meeting? - i.e. project sponsor, boss?
- Who contacts kickoff person to let them know how much time they have for opening remarks? ( 5 – 7 minutes is ideal)
- Who will record the minutes?
- Who will transcribe the chart pages?

## Prepare your Facilitator Toolbox

See Facilitator Toolbox Check list in Free Resources.

**CREATE, MEMORIZE AND PRACTICE YOUR OPENING SCHEMES** **Make and Share Free Checklists**

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