

# Checklist for Productive and Effective Meetings

There are three stages around meetings: preparation, the actual meeting and follow-up. Neglecting the preparation and follow-up make the actual meeting a waste of time. MeetingKing can help to efficiently manage all three stages.



## Preparation

- ☐ Define a clear goal
- ☐ Select participants
- ☐ Decide the form of the meeting (in person or phone or web conference)
- ☐ Set date and start and end time
- ☐ Distribute agenda and provide supporting material in time
- ☐ Demand that everyone is prepared
- ☐ Designate one person to take notes during the meeting. Consider rotating this function.

## Actual Meeting

- ☐ Start on time
- ☐ Repeat the goal of the meeting
- ☐ Provide updates on tasks from previous meeting(s) if applicable
- ☐ Follow to the agenda, stay on time
- ☐ Stay focused, place new topics on parking lot for next meeting
- ☐ Take clear brief notes and distinguish between informational notes and decisions

- ☐ Assign tasks, assign each task to one person and set due date
- ☐ At the end of the meeting: summarize all decisions and tasks, schedule follow-up meeting if required
- ☐ end on time

## Follow-up

- ☐ Distribute minutes as soon as possible
- ☐ Communicate tasks to task owners
- ☐ Track tasks and follow-up if not completed by due date
- ☐ File minutes in a place where you can easily find them

## Ground rules

- ☐ No cell phones
- ☐ Demand proper preparation
- ☐ No side conversations
- ☐ Attendance means participation
- ☐ It is OK to have different opinions, but communicate a unified decision outward
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