

MEETING CHECKLIST

PURPOSE:	SUFFICIENT TIME FOR MEETING
<u>BEFORE THE MEETING:</u> AGENDA: ___ Who is doing the agenda? ___ How is the agenda planned? ___ Placement of agenda items ___ Time frame for agenda items ___ Decisions will be made how? ___ Distribution of agenda done by ___ When ___ Next meeting items?	LOGISTICS ___ Space ___ Room adequate in size ___ Writing space available ___ Personal space adequate ___ Room set-up ___ Table style ___ Chairs – adequate number, comfort level ___ Seating arrangement ___ Amenities ___ Visuals ___ Handouts
DURING THE MEETING ___ Roles ___ Team leader ___ Recorder ___ Facilitator ___ Time keeper ___ Other ___ Ground rules ___ Check-in ___ Work the agenda ___ Evaluation of meeting ___ Check-out	AFTER THE MEETING ___ Minutes – who will type them ___ Proofing ___ Distributing ___ Filing and storage ___ Between meeting issues ___ Review of evaluations
COMMENTS	