# MEETING CHECKLIST

## PURPOSE:

### BEFORE THE MEETING:

**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?

### SUFFICIENT TIME FOR MEETING

**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

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Effective Meetings - Handout #6