Checklist: Effective Meetings
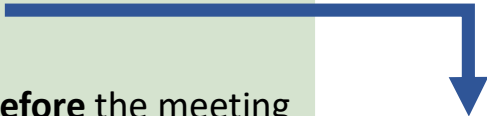
TOP TIP

Before Meeting
- ❑ Confirm if you **really** need a meeting and who **must attend**
- ❑ Build an **agenda** with a clear **purpose** for each item
  (Give Information, Get Input, Reach a Decision)
- ❑ Send agenda and related materials to participants **before** the meeting

During Meeting
- ❑ **Begin on time** and end on time (or early)
- ❑ **Review agenda** and any open actions from last meeting
- ❑ Establish **meeting norms** and **manage time**
- ❑ Ensure one person is responsible for recording **actions and decisions** including owners and due dates

After Meeting
- ❑ **Get feedback and schedule** follow-ups as needed
- ❑ **Close actions** you own and support others in completing actions and executing decisions
- ❑ **Manage** real-time actions and decisions log and status (Complete, In Process, Not Started)

Purpose	Format Style
Give Information	Inform
Get Input	Dialogue
	Brainstorm
	Review
Reach a Decision	Decide -Authority or Approval
	Decide -Democracy
	Decide –Consensus