



Checklist for Conducting an Effective Meeting

PREPARATION

- Know the purpose and prepare the information
- Select and inform appropriate attendees
- Set time, date, and location
- Build and distribute agenda
- Assign roles (facilitator, recorder, timekeeper)
- Arrange room and prepare equipment, slides, sign-in sheet, etc.

MEETING

- Give introduction and establish ground rules
- Follow the agenda
- Encourage participation
- Be prepared to handle difficult people, stay on task, and manage different types of conflict
- Conclude meeting by thanking attendees
- Return room to the same or better condition in which it was found

FOLLOW UP

- Prepare recorded minutes and distribute to the attendees
- Give any recognition deserved
- Take action on claimed responsibilities or special projects
- Prepare temporary agenda for the next meeting