

MEETING CHECKLIST

Did I:

- **Make sure an agenda is made up in advance, using “agenda format”**
- **Ask for agenda additions at the outset of the meeting**
- **Set time limits for each agenda item and decide on a timekeeper**
- **Make sure recorder knows his/her task:**
 - **Noting attendance**
 - **Map making**
 - **Filling in action plan as meeting progresses**
- **Always attempt to ensure full participation**
- **Communicate well:**
 - **Did I bring people who were not participating?**
 - **Did I close off anyone who was dominating?**
 - **Did I test for understanding regularly?**
 - **Did I summarize each agenda item upon completion?**
 - **Use flip charts**
- **Make sure an action plan was completed at the end of every meeting and understands that task**
- **Make sure every team member has a task between meetings and understands that task**
- **Schedule “next meeting” as an agenda item**
- **Review successes periodically – “pat yourself on the back”**