

# A Checklist for Effective Meetings

Review this checklist to ensure that you have thought through all the necessary elements of the meeting.

- ☐ The facilitator prepares an agenda before the meeting.
- ☐ The participants have an opportunity to contribute to the agenda.
- ☐ The facilitator provides notice of the meeting start time, end time, and location, and gives a copy of the agenda to each participant.
- ☐ Meeting facilities are confirmed and are comfortable and adequate for the number of participants.
- ☐ Beverages and food are available when appropriate. Water is always available.
- ☐ The meeting begins on time.
- ☐ The meeting has a scheduled ending time that is honored.
- ☐ The facilitator or timekeeper monitors time throughout the meeting.
- ☐ Everyone has an opportunity to present their viewpoints.
- ☐ No one dominates the discussion.
- ☐ Everyone has a voice in decisions made at the meeting.
- ☐ The meeting ends with a summary of accomplishments.
- ☐ The group defines and delegates follow-up tasks, and sets dates for completion.
- ☐ The recorder ensures that each participant receives minutes of the meeting.
- ☐ The facilitator stays in touch with the participants, following up on actions agreed upon during the meeting.
- ☐ The decision-making process used is appropriate for the purpose and the size of the group.

(The material on this handout is adapted from *Effective Meeting Skills—A Practical Guide for More Productive Meetings*, by Marion E. Haynes [Menlo Park, CA: Crisp Publications, 1988], page 3. Copyright © 1988 by Crisp Publications. Permission applied for.)