

# MEETING CHECKLIST

## Before

### As A Chairperson Ask:

#### Meeting Test

- Do I need a group?
- How else might I achieve this?
- Does someone else agree a meeting is needed?
- Is this really my issue?

#### Alternatives to a meeting include:

- One-on-one conversation
- Phone call
- Social Gathering
- Memo
- Newsletter
- Decide on your own
- Postpone
- Delay

#### Hints

- Provide itemized agenda
- Provide participants informational materials in advance whenever possible. Include time, place and 'emergency only' contact information
- Provide lots (at least 48 hrs) advance notice for most meetings
- Remind participants what they need to bring
- Provide both beginning and end times
- Avoid interruptions – arrange for messages to be taken and held until meeting completed
- Stagger attendance of individual if appropriate to match them to specific agenda items

### As A Participant Ask:

- What specific results are to be achieved? (Are they measurable?) How will we know when we've achieved them?
- What results do you see me relating to?
- How will these issues be handled? (Process)
- What role do you want me to play?
- What constraints are there on discussion (if any)?
- What might I do to prepare?
- What pre-meeting material can I expect to receive... when?
- Where exactly (location, room name/number) is the meeting?
- When exactly will it start?
- When do you need me (what parts....when)?
- When will it end?
- Can I attend just the part I'm involved in?
- Who else will be present to work on these results?

### Supplies (Equipment):

#### Speaker/Presenter

- black or white board or flipchart
- chalk or pens
- overhead/laptop projector

- overhead sheets/ presentation

#### Participants

- writing pads
- pens/pencils/ highlighters
- name tags/ cards

#### Facilitator

- black or white board or flipcharts
- chalk or pens
- overhead/laptop projector

- masking tape
- screen
- microphone
- extension cords

### Facility Considerations:

#### Main Room

- seating / size
- flexibility in set-up
- ventilation / acoustics
- audio-visual capabilities

#### Ease of Access

- fire / emergency exits & procedures
- transportation
- handicapped participants
- message system

#### Additional Rooms (if required)

- availability at all times
- number / size
- equipment
- proximity to main room

## During

### Chairperson:

- Start on time
- Set policy on interruptions and inform group
- Don't wander from agenda items
- Stick to time limits on each item
- Don't keep people when no longer required
- Control those that tend to be chatty
- Encourage clash of ideas (stay positive)
- Get the input of the most senior people last
- Summarize conclusions
- Close on note of achievement
- Fix time and place of next meeting
- Thank the group

### Participant:

- Arrive on time
- Bring all pertinent documents
- Reserve socializing for another time & place
- Stay focused
- Ask to be excused if possible after your final contribution
- Don't talk too much
- Make constructive comments
- Seniors, ask juniors for contributions
- Make a note of assignments / follow-ups
- Note date and time of next meeting

## After

### Chairperson:

Distribute minutes of meeting within one day if possible. Don't forget to include:

- Time, Date, Chairperson's name & venue
- Name of all present and apologies for absence
- All agenda items discussed and decisions reached
- For effective follow-up include name (underline) of person responsible and a due date
- Time meeting ended
- Date, Time & Place of next meeting