
NOTE ON: How to Run a Meeting

DO NOT REPRODUCE



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MEETING CHECKLIST

Before the Meeting...

- The meeting is well planned: Who, What, When, Where, Why and How Many.
- An agenda is prepared and sent out in advance.
- The meeting room is set up in advance of people arriving.

At the Start of the Meeting...

- The meeting starts on time.
- Introductions are conducted and expectations are stated.
- Roles are clearly defined.
- Time limits are established; the order of agenda items is reviewed.
- Action items from the previous meeting are reviewed.

During the Meeting...

- Decisions made at the previous meeting are re-stated.
- Agenda items are covered.

Tips for Meeting Management:



- Sessions start on time.....
- No cells, pagers, or phone calls during meetings.
- Phone messages at breaks
- Get involved...speak your mind
- Listen to speak
- What is said here, stays here
- Seek common ground, and action

At the End of the Meeting...

- Action items are established: Who, What, When and Where.
- Minutes, if taken, are reviewed.
- The date, time and location for the next meeting are established; a preliminary agenda is determined.
- Feedback on the effectiveness of the meeting is requested.
- Members of the group are thanked for their contributions.
- The meeting is closed crisply and positively.

After the Meeting...

- Minutes of the meeting are prepared and distributed.
- Follow-up on action items occurs; new agenda is prepared and distributed.