Good Meetings | Checklist

Purpose

- ☐ Identify clear and important meeting **objectives** that contribute to the meeting.
- ☐ Create a Community Agreement. What are meeting ground rules?
- ☐ Establish a **preliminary curriculum** that assists with meeting structure—consider using participant concerns to build curriculum.
- ☐ Establish a **connection** between these meeting and other meetings—both past meetings and future planned meetings. Where were we and where are we going?

Process

- ☐ **Norms** matter: Pay special attention to initial expectations, concerns, and processes as these set the tone and pace of subsequent meetings. Slow down when appropriate.
- ☐ Incorporate **feedback** from previous meetings.
- ☐ Choose challenging but "just right" **activities** that advance the meeting objectives and engage all participants.
- ☐ Assign **roles**, including facilitator, timekeeper, and note taker.
- ☐ **Listen** with full attention when everyone speaks—making eye contact with the speaker (in-person setting) or looking directly at the computer screen (virtual setting). Keep your camera on if virtual, for all speakers.
- ☐ Build in time to identify and commit to **next steps**.
- ☐ Take time to **assess** what worked and didn't work – and adjust in time for the next meeting.

Preparation

- ☐ Gather or develop **materials** (e.g., drafts, charts, etc.) that will help to focus and advance the meeting objectives.
- ☐ Determine **pre-work**, if any, that participants will be asked to complete before the meeting.

Pacing

- ☐ Add **time allocations** for each activity in the agenda—and keep to time.
- ☐ Devote the entire agenda to discussions you know are **hot button** issues or likely to elicit more interest.
- ☐ Ensure there is time to address the **primary objective** early in the meeting.
- ☐ Assess how **realistic** it will be to get through the agenda in allotted time.