

Effective Meeting Checklist

Item	Yes/ No	Comments
Is an annotated agenda provided – indicating expected outcomes and action required?		
Are agendas and supporting documents sent in advance?		
Are agenda items appropriate?		
Is adequate time allocated for each agenda item?		
Do meetings start and end on time?		
Do members come prepared?		
Do meeting ground rules exist and are they followed by all members throughout the meeting?		
Does the group (rather than only the chair) accept responsibility for ensuring that ground rules are followed?		
Is the decision making process defined and understood by all members?		
Is “sidetracking” avoided?		
Does everyone participate?		
Once a decision is made, is it truly made? (unless new information is brought forward)		
Does each member “own” group decisions?		
Is a member assigned the role of “devil’s advocate” – asking the difficult questions?		
Do members identify opportunities for 1) inter-departmental integration or 2) procedural streamlining?		
Does the group have the opportunity to contribute to the development of future agendas?		
Are a few minutes spent, at the end of the meeting, evaluating the effectiveness of group interactions and process?		
Are notes taken and distributed in a timely fashion, identifying group decisions, timeline, next steps and responsibility?		

A S S O C I A T I O N W O R K S

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