



Effective Meetings Quick Reference: *Checklist for Evaluating Your Meeting*

Meeting Goal(s)/Objective(s):

- The goal/objective was achievable.

Participants:

- The right people were involved in the meeting.

Before the Meeting: Planning Ahead

- Invitations were sent in a timely manner.
- Participants were adequately prepared for the meeting.
- Agenda covered all necessary and relevant topics.
- Facilities and equipment were arranged in time.

During the Meeting: Executing Effectively

- All topics on the agenda were covered.
- There was adequate discussion of topics.
- Time guidelines were adequate and adhered to.
- Discussion could have been managed differently.
- The rules of Parliamentary Procedure were followed.
- Decisions were made at the meeting.
- Action items were assigned.
- Meeting minutes were taken.

After the Meeting: Following Up

- Meeting minutes were distributed.
- Follow up was made on action items.
- Another meeting was scheduled to wrap things up.