

Business Meeting Checklist

- ___ Establish business rules. Make clear that every person in the group has license to call outs anyone who violates the rules
- ___ Only one moderator
- ___ Use a co-host when possible
- ___ Start and end on time
- ___ Use an Agenda
- ___ Utilize an Idea Board
- ___ Designate one note-taker
- ___ Begin with a roll-call
- ___ State the purpose of the meeting at the opening
- ___ Share good news
- ___ Conduct an emotional check-in (during times of crisis)
- ___ Ask what one main point each attendee expects from this meeting (if appropriate to group size)
- ___ Ensure each attendee has a chance to speak
- ___ Ask if each attendee received expected information from this meeting (if appropriate to group size)
- ___ Moderator should offer one next step with a completion due date
- ___ Ask each attendee for one next action with a completion due date
- ___ Send a follow-up email:
 - ___ Summarize the main points from the meeting
 - ___ List each attendee's next step/completion date
 - ___ Ask each attendee to rate the meeting 1 to 5 (1 is best)
 - ___ Ask each attendee why that rating was given
- ___ Review all feedback. Implement relevant suggestions for a future presentations