

Sample Checklist for Team Meetings

Checklist for group meetings

Conducting the meeting

- It was clear who was taking responsibility for chairing the meeting.
- It was clear who was taking notes.
- We reviewed our last meeting.
- We reviewed our progress since last meeting.

Meeting objectives

- Before we arrived it was clear what the meeting was meant to achieve.
- It became clear at each stage what the meeting was meant to be achieving.
- We had a clear agenda outlining things to discuss and work on.
- We moved through the various topics in an orderly way.
- The discussions were focused on decisions we needed to make.
- We made clear decisions and recorded these.

Recording and following up on the meeting

- We have summarized what we agreed.
- We agreed on a time and place for the next meeting.
- We know what the next meeting will be for.

Overall effectiveness

- The meeting was effective.
- The meeting was enjoyable.