

# Productive Meeting Checklist



This guide offers a set of key questions across various stages of a meeting, helping you streamline the process from planning to follow-up. By addressing these questions, you can enhance engagement, communication, and outcomes, making each meeting a valuable and efficient experience.

## Do We Need a Meeting

Is the information best conveyed through a discussion, or can it be communicated via email or a document?

Is there a clear objective or decision that necessitates a meeting?

Are all key stakeholders available and necessary for this discussion?

Can the topic be covered in a shorter stand-up or update instead of a formal meeting?

Have we considered the potential impact on participants' productivity and time?

## Meeting Attendance

Is the participant's expertise directly relevant to the meeting's agenda?

Will the participant be able to actively contribute or provide valuable insights?

Can the participant delegate attendance to someone else without loss of information?

Is the participant's attendance essential for decision-making or consensus-building?

Will the participant benefit significantly from the discussions or decisions made?

## Organizing a Meeting

Have you defined a clear purpose and objective for the meeting?

Is the meeting agenda well-structured with specific discussion points?

Have you invited the right individuals who can contribute meaningfully?

Is the meeting room or virtual platform reserved and prepared for the session?

Have you informed participants about the meeting's date, time, and agenda?

## Planning a Meeting

Have you gathered all necessary information and data for the topics to be discussed?

Have you allocated appropriate time slots for each agenda item?

Have you considered potential challenges or conflicts that might arise during the meeting?

Have you planned how to engage participants and encourage their active participation?

Have you prepared any materials or visuals that will enhance the meeting's effectiveness?

## Running a Meeting

Are you starting the meeting on time and respecting participants' schedules?

Are you following the agenda and time allocations for each topic?

Are you encouraging balanced participation, ensuring everyone has a chance to speak?

Are you managing any off-topic discussions and gently steering them back on track?

Are you summarizing key points, decisions, and action items as you progress?

## Meeting Follow-Up

Have meeting minutes been compiled, capturing essential discussions and decisions?

Have action items and responsibilities been clearly documented?

Have you distributed the meeting minutes and action items promptly to all participants?

Have you set deadlines and expectations for completing action items?

Have you scheduled a follow-up session if needed to review progress on action items?