

## **Check List: Facilitating Effective Meetings**

Suggestions are provided below. For more comprehensive guidance, you might consult this [web resource from the University of Wisconsin](#).

### **Before the Meeting**

- Be clear on purpose and aims
- Create the agenda
- Schedule the meeting
- Ensure that agenda is posted and sent out
- Ensure that appropriate supporting information is circulated in time to be useful
- Ensure that room arrangements (including refreshments and technology) are made

### **During the Meeting**

- Start meeting on time
- Review agenda
- Designate a minute taker
- Keep discussion focused on agenda items
- Encourage full participation
- Help group come to decisions
- Summarize decisions
- Agree on action plan: point person and what needs to be done by whom, by when
- Draft agenda for next meeting(s)
- Evaluate meeting—what went well, what didn't

## **After the Meeting**

- Ensure that minutes are produced and promptly distributed, including to guests.
- Ensure that agenda, minutes, and meeting and supporting documents are kept together and archived as required.
- Check to ensure that action is taking place as agreed.