

Team Meeting Checklist by Weekdone.com

Meeting date and time	
Meeting location	
Host	
Participants	

Before the team meeting

- Meeting has a clearly defined objective
- Necessary participants are determined
- Meeting time is set
- Meeting location is set
- Team meeting agenda is prepared
- Meeting agenda is distributed to the participants
- All other background material is distributed
- The meeting room is booked, prepped and ready

During the meeting

- The team meeting starts on time
- Team meeting ground rules are established
- Meeting agenda is reviewed
- The purpose of the meeting is made clear
- Agenda is followed
- One topic is discussed at a time
- One person has the floor at a time
- Discussions are relevant
- Each agenda item was wrapped-up out loud
- Time schedule is followed

Participation in the meeting

- All team members have a chance to express their opinion
- Open-ended questions are used

Outcome of the team meeting

- Progress is made toward the objective
- Important discussions and decisions are summarized
- Responsibilities, assigned tasks and deadlines are documented
- Date, time and place for the next meeting is announced

- Team meeting ends on time
- Everyone leaves the room knowing the next step

After the meeting

- Participants received a follow-up memo within 24 hours
- Delegation decisions are followed-up
- Unfinished business is put on the agenda for the next team meeting