

The Perfect Meeting Checklist

BEFORE THE MEETING

- Define the purpose: clarify the goal and desired outcome
- Decide who needs to attend and their role
- Prepare the agenda and circulate it in advance
- Gather all necessary materials (slides, documents, reports)
- Confirm the room and tech are ready (Wi-Fi, projector, screens, printer)
- Check accessibility and any special requirements
- Arrange refreshments if needed
- Think about potential challenges/conflicts and plan how to handle them

DURING THE MEETING

- Start on time and briefly outline the agenda and goals
- Keep the discussion focused and follow the agenda
- Encourage participation from everyone and ask for input
- Use visuals to make information easy to understand
- Take notes or assign a note-taker for action points
- Monitor engagement and energy levels
- Schedule short breaks for longer meetings
- Be mindful of timing and ensure each agenda item stays on track

ENDING THE MEETING

- Summarise key decisions made
- Confirm all agreed actions, assign owners, and set deadlines
- Clarify next steps and any follow-up meetings required
- Capture lessons learned or feedback for improving future meetings
- Send follow-up notes or minutes promptly to all attendees
- Ensure everyone leaves clear about their responsibilities

EXTRAS

- Use breakout spaces for informal discussion
- Consider hybrid tools like a 360° Owl camera
- Provide printed handouts, worksheets, or visual summaries
- Include an icebreaker or team-building activity if appropriate