


# Meeting Checklist

<i>The meeting...</i>	<i>Checklist</i>	
<b><i>...was well planned</i></b>	Members were notified in advance	<input type="checkbox"/>
	There was a pre-arranged agenda	<input type="checkbox"/>
	Attendees were prepared	<input type="checkbox"/>
	The meeting space was pre-arranged	<input type="checkbox"/>
<b><i>...was well organised</i></b>	The meeting started on time	<input type="checkbox"/>
	Attendance was good	<input type="checkbox"/>
	Everyone present was on time	<input type="checkbox"/>
	The agenda was available for all	<input type="checkbox"/>
	The purpose for the meeting was made clear	<input type="checkbox"/>
	One topic was discussed at a time	<input type="checkbox"/>
	One person at a time had the floor	<input type="checkbox"/>
	Discussions were relevant	<input type="checkbox"/>
	The chair summarised the main points for discussion	<input type="checkbox"/>
	The meeting moved along at a reasonable pace	<input type="checkbox"/>
<b><i>...had everyone's participation</i></b>	People participated in discussions	<input type="checkbox"/>
	The chair made good use of questions	<input type="checkbox"/>
	The pros and cons of all issues were considered	<input type="checkbox"/>
	Responsibilities and tasks were effectively distributed	<input type="checkbox"/>
<b><i>...added value</i></b>	Progress was made towards the meeting goals	<input type="checkbox"/>
	Something was learned	<input type="checkbox"/>
	There was an atmosphere of free expression	<input type="checkbox"/>