

## TOOL DESCRIPTION

# Checklist for Better Meetings



**This Checklist for Better Meetings is a collection of tips that you can use to boost your meeting performance.**

Each meeting should have a dedicated facilitator who is known to the group. This person ensures that a meeting is held if necessary, facilitated so that everybody feels included, and the most is made out of the time spent.

The checklist is structured in:

- BEFORE a meeting
- DURING a meeting
- AFTER a meeting

We have tried to focus on special elements that make a difference, but have not covered all elements. The elements in the category “during” are strongly connected to the tool “workshop canoe”, which is our blueprint for effective meetings (see Tool “Workshop Canoe”).

# Checklist for Better Meetings | Template

BEFORE a meeting	DURING a meeting	AFTER a meeting
<input type="checkbox"/> Fix the goal of the meeting	<input type="checkbox"/> Act as a host (welcome everyone personally)	<input type="checkbox"/> Carefully decide what kind of documentation makes sense, and use a form of documentation that allows further work on the content if needed
<input type="checkbox"/> Decide who needs to be there	<input type="checkbox"/> Start on time (reward punctuality)	<input type="checkbox"/> Send out the documentation along with thanks
<input type="checkbox"/> Reconsider if really everybody on the list needs to be there	<input type="checkbox"/> Mention at the beginning who is here, what the goal is and how participants will achieve this goal	<input type="checkbox"/> If a follow-up meeting is needed, send invitations for this right after the last meeting
<input type="checkbox"/> Decide if you want the participants to prepare themselves ahead of time	<input type="checkbox"/> Ask for expectations if suitable	<input type="checkbox"/> Reflect on the meeting design and methods you chose and used. What would you do differently next time?
<input type="checkbox"/> Send out an invitation paying attention to detail (the more engagement you show, the more engagement you will get from the participants)	<input type="checkbox"/> Give participants time to check in (connect with each other and with the topic)	
<input type="checkbox"/> Send out a reminder for prep tasks if planned	<input type="checkbox"/> Welcome people who are late and give a 1-2 sentence synopsis of what has happened already	
<input type="checkbox"/> Prepare the room with a suitable setting (avoid rooms with large tables)	<input type="checkbox"/> Keep to the schedule/Use a timer or simple watch to monitor the time	
<input type="checkbox"/> Prepare drinks and snacks for longer meetings	<input type="checkbox"/> If discussions take longer as planned, actively involve the group in dealing with this and in adjusting the agenda	
<input type="checkbox"/> Prepare everything you need for the workshop (presentation on screen, flipchart with agenda, pinnboards to work on, post-it notes and pens)	<input type="checkbox"/> Use methods to include everyone in the discussion (e.g., see Tool „OPERA“)	
<input type="checkbox"/> Try to avoid hybrid meetings. Our ground rule is that, if more than 1 person attends virtually, everybody attends virtually in separate rooms. Inform everybody ahead of time of this rule	<input type="checkbox"/> Make sure everything is written down, either by participants themselves on post-it notes or by a notetaker	
	<input type="checkbox"/> If something needs to be decided, make sure everybody knows how the decision is made. Use suitable methods for decision-making in groups	
	<input type="checkbox"/> Try to collect the next steps during the meeting and summarize these at the end	
	<input type="checkbox"/> Make sure you reserve at least 5 minutes for a closing and feedback session where participants can share their emotions. If you skip this, participants will take their emotions with them and out of the room	