

Effective Meeting Checklist

In preparation, did I:

- Consider committee members' availability when selecting a date, time, and location?
- Give members ample notice of the meeting?
- Convey the purpose and importance of the meeting?
- Work with the PDC chair in developing the agenda?
- Distribute the agenda before the meeting?
- Send a reminder notice (or call) a few days in advance?

In preparing for a face-to-face meeting or videoconference:

- Is the environment conducive to enhancing communication among participants?
- Have participants been provided with the current agenda, handouts, login information, and name tags?
- Are refreshments or beverages available (if appropriate)?

At the meeting:

- Were members acknowledged or greeted as they arrived/logged in?
- Did I extend appreciation and thanks to members for participating?
- Did it start on time?
- Did it adjourn on time?
- Was a date and time set for the next meeting?

Soon after the meeting:

- Did members receive follow-up correspondence, volunteer assignments, and meeting minutes?
- Did I communicate with members who did not attend (when appropriate)?