

Running the Meeting Checklist

For each agenda item . . .

- Focus the participants by providing an explanation of how the item furthers the meeting's purpose;
- Instruct by providing clear and concise directions on how the agenda item will be executed;
- Record the appropriate information during the meeting;
- Seek consensus before moving on; and
- Track time to ensure it is spent appropriately.

As needed . . .

- Control and resolve any dysfunctional behavior quickly and effectively;
- Listen for off-topic discussions and redirect them to a parking board to keep the meeting focused;
- Address disagreements or conflicts that emerge;
- Seek all opinions and engage in a variety of ways; and
- Summarize and close the meeting.

* = Recommended for all meetings

