



Meeting Management Checklist

1. Start the meeting on time: *Start-up time:* _____

- State the purpose and objectives
- Confirm the allotted time for meeting
- Review existing or establish new agenda
- Set meeting priorities and topic times, as appropriate
- Determine roles (leader, recorder, timekeeper, etc.)

2. Conduct the meeting on agreed-upon topics:

- Topic #1 - _____ *Minutes:* _____
- Topic #2 - _____ *Minutes:* _____
- Topic #3 - _____ *Minutes:* _____
- Topic #4 - _____ *Minutes:* _____
- Topic #5 - _____ *Minutes:* _____
- Topic #6 - _____ *Minutes:* _____
- Topic #7 - _____ *Minutes:* _____

3. End the meeting on time: *Wrap-up time:* _____

- If not finished, either **stop** or agree to go on for _____ minutes
- Defer unfinished agenda items to next meeting
- Review action items and record due dates
- Double-check consensus on the issues
- Perform an optional meeting evaluation
- Set next meeting date, time, and agenda