

Business Meeting Checklist

By Jake R Brady

- Pre-Meeting
 - Decide on the purpose of the meeting.
 - Determine what will a successful outcome look like.
 - Choose a convenient day and time for meeting.
 - Book the meeting location.
 - Decide who must attend to reach the outcome.
 - Prepare the meeting agenda, with time periods for each section or topic of the meeting.
 - Prepare presentation tools, including laptop connections and handouts.
 - Designate a meeting note taker.
 - Determine the total budget spend for the meeting.
- Meeting
 - Arrive early enough to prepare the meeting room and yourself.
 - Start the meeting on time.
 - Confirm that everyone received and understood the agenda and is prepared to work.
 - Stick to the agenda.
 - Have the time-keeper tell you when it is nearing the end of the meeting so you can wrap it up.
 - Introduce the first agenda topic and indicate the preferred way of addressing it.
 - Alert the meeting members that agenda items are within 2 to 5 minutes of their allotted time.
 - Be sure to get any final thoughts out.
 - Confirm conclusions and commitments.
 - Talk about a future meeting to deal with 'extras' that came up during this meeting.
 - Thank participants.
- Post-Meeting
 - Type up the meeting notes.
 - Distribute the notes and follow up on next steps.
 - Research topics more thoroughly, if necessary.

- Set a date for a follow-up meeting.
- Get meeting participants' feedback.
- Communicate any major decisions to the rest of the company.