# Team Meeting Checklist by Weekdone.com

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| **Meeting date and time** |  |
| **Meeting location** |  |
| **Host** |  |
| **Participants** |  |

## Before the team meeting

* Meeting has a clearly defined objective
* Necessary participants are determined
* Meeting time is set
* Meeting location is set
* Team meeting agenda is prepared
* Meeting agenda is distributed to the participants
* All other background material is distributed
* The meeting room is booked, prepped and ready

## During the meeting

* The team meeting starts on time
* Team meeting ground rules are established
* Meeting agenda is reviewed
* The purpose of the meeting is made clear
* Agenda is followed
* One topic is discussed at a time
* One person has the floor at a time
* Discussions are relevant
* Each agenda item was wrapped-up out loud
* Time schedule is followed

### Participation in the meeting

* All team members have a chance to express their opinion
* Open-ended questions are used

### Outcome of the team meeting

* Progress is made toward the objective
* Important discussions and decisions are summarized
* Responsibilities, assigned tasks and deadlines are documented
* Date, time and place for the next meeting is announced
* Team meeting ends on time
* Everyone leaves the room knowing the next step

#### **After the meeting**

* Participants received a follow-up memo within 24 hours
* Delegation decisions are followed-up
* Unfinished business is put on the agenda for the next team meeting