

## How to Run a Meeting Checklist

Meetings are effective when they accomplish desired objectives in a minimum amount of time. Use the following checklist to see how efficiently meetings are run.

- Meeting details and agenda are distributed to participants prior to the meeting.
- Everyone has an opportunity to contribute to the agenda.
- Meeting facilities are comfortable and adequate for the number of participants.
- The meeting begins and ends on time.
- Someone (usually Chair) acts as timekeeper to ensure that agenda and timeline are followed
- Participants listen attentively to each other.
- Discussions are summarized to ensure all members have a clear understanding before next item is discussed.
- Discussions involve everyone who has something to say and there is not one person who dominates.
- The meeting typically ends with a review of decisions made and actions identified.
- Coalition members are given the opportunity to provide feedback on meeting location and structure from time to time.
- The Chair builds in time to celebrate the coalition's successes.
- People can be depended upon to carry out the actions agreed upon during the meeting.
- Minutes of the meeting are distributed to coalition members in a timely manner after each meeting, with action items clearly identified for participants.
- Coalition coordinator (or Chair) follows up with coalition members who committed to action items during the meeting.
- Coalition meetings are well attended.
- The decision-making process used is appropriate for the size of the coalition and is inclusive of all perspectives at the table.

*Adapted from Central CAPT (Center for Application of Prevention Technology) manual "Coalition Building from the Ground Up".*