

MoneyWords.Com Checklist

Version 3.0b

Effective Meetings

| Check | Team Member | Responsibility |
|--------------------------|---|--|
| <input type="checkbox"/> | Project Manager | <ul style="list-style-type: none">☑ Set objectives☑ Review roles☑ Establish an agenda☑ Make assignments☑ Distribute agenda in advance☑ Start and end meeting on time☑ Stick to the agenda☑ Don't allow interruptions (or sidetracking) |
| <input type="checkbox"/> | Customer Sponsor Stakeholders Development Team Subject Matter Experts Contributors | <ul style="list-style-type: none">☑ Be on time☑ Be attentive☑ Be prepared☑ Participate☑ Be positive☑ Stick to the agenda☑ Take notes (for comments or questions) |
| | Conduct Meeting | Process |
| <input type="checkbox"/> | | <ul style="list-style-type: none">☑ Clarify objective☑ Review agenda☑ Work through each agenda item☑ Review action items, issues, and progress☑ Assign and document action items☑ Next steps☑ Summarize meeting <p>Follow-up On Action Items!</p> |

Tip

To be most effective, a meeting should not exceed one hour in duration

Feedback

Send your comments to Tom Welch. His email address is editor@moneywords.com