

Checklist

RStudio

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Preface

This is created using Quarto! To learn more about Quarto books visit <https://quarto.org/docs/books>.

It's important to have inclusive meetings, because everyone should be able to participate and inclusive meetings are effective meetings.

In this toolkit there are resources you can use for meeting planning, facilitation and follow up.

Ideas and feedback welcome in the github repository.

1 Introduction

This is an inclusive meeting toolkit for virtual meetings.

2 Checklist

This is a checklist you can review when planning a virtual meeting.

- Calendar invitation with meeting link and link to agenda
- Agenda
- Facilitator identified
- Facilitation approach identified

3 Cheatsheet

There is a cheatsheet with the key points around inclusive meetings

4 Planning the Meeting

An important part of any meeting is planning it in advance. What type of meeting is it, what are the goals?

5 Opening the Meeting

How you start off the meeting matters, it sets the tone.

6 Meeting Facilitation

There are a few key components to facilitation of a meeting.

7 Responding

Sometimes things don't go the way you hope. How can you get things back on track?

8 Closing

How you close the meeting also matters, people remember the end, and also it's a chance to recap any action items.

9 Follow Up

Not all meetings require follow up after the meeting, but some do. You'll want to note action items wherever your team notes these things, and potentially send out a summary.

References