



# Meeting Checklist

What?	Notes	Why?
<p>What do we want to <b>accomplish</b> with this meeting?</p>		<p>Understanding your goals can help you decide whether you need to book that time in the conference room.</p>
<p>Can these goals be accomplished with an <b>email or other activity</b>?</p>		<p>If you're calling a meeting to announce a decision that has already been made, and at this point you simply can't incorporate any other feedback—you might not want to have that meeting, because it may just make people feel voiceless.</p>
<p>Are there any <b>non-productive</b> reasons for holding this meeting?</p>		<p>Even if a meeting can be replaced with something else, you might still want to meet—because you think the team needs some face time to get re-aligned, there's a new team member you're onboarding, or because you want to open an issue up for input or feedback.</p>
<p><b>Who</b> really needs to be in this meeting?</p>		<p>Inviting everyone on the team may seem like the most collaborative thing, but if they really have nothing to contribute, they may prefer to just be updated after the fact.</p>
<p>What <b>behaviors</b> do we want to model in this meeting?</p>		<p>This is your chance to reinforce that what you say is important to your company's culture. <b>People can very quickly identify gaps between what you say is the culture and what that actual culture is.</b></p>