

Meeting Effectiveness Checklist

Use this checklist to audit your meetings against best practices.

Department:	
Meeting Date:	
Auditor:	

#	Activities	Y/N	Comments
1	Agenda sent out one (1) day in advance		
2	Meeting Chair is prepared for meeting (on time, ready to time meeting, ready to take notes, etc.)		
3	All participants are on time (in-person and/or telecom)		
4	Participants have brought a copy of the agenda with written notes on suggested solutions.		
5	Additional agenda items suggested (if needed) at the start of the meeting.		
6	Meeting started on time (agenda items started at the start time of the meeting).		
7	Meeting Chair maintained a list of action items for the Action Log.		
8	Action items clearly defined (what, who, when) at the end of the meeting.		
9	Meeting stayed reasonably on track per the agenda.		
10	Meeting ended on time (or early).		
11	Decisions were made on at least 2 critical issues.		
12	What was the cost of this meeting?		
13	What was the value of this meeting?		
14	What could you do to improve this meeting?		