

Meetings - Check List

- Is there a clear "Reason why"?
- Is there a Defined SMART objective/s for the meeting?
- Is there an agenda?
- Are the right people there?
- Is it well organised?
- Is the meeting being run assertively?
- Are the attendees behaving assertively?
- Were the main points reviewed?
- Were actions defined and assigned?
- Were the main points recorded and communicated?