ACTIVITY: Meeting Checklist

OPENING A MEETING

Action Items
[ ] Ask participants to introduce themselves (if necessary)
[ ] Clarify your role as a co-lead
[ ] Clarify the roles of other members (facilitator, stakeholders and guests)
[ ] Conduct warm-up activity (when appropriate)
[ ] Clarify meeting purpose or objectives
[ ] Review agenda and ask the group if there are any additions, deletions or changes
[ ] Ensure there is an agreement on the agenda before moving forward
[ ] Specify time frames and appoint a timekeeper (when needed)
[ ] Take care of housekeeping items (e.g., location of restrooms, parking validation, etc.)
[ ] If the team has no ground rules, have the group set up ground rules for the session (if the team already has created ground rules, post them where they are visible and quickly review them)
[ ] Set up a Parking Lot sheet to keep track of pending or unresolved issues for later review
[ ] Proceed with the agenda

ACTIVITY: Meeting Checklist (continued)

RUNNING A MEETING

Action Items

[ ] **Manage the Discussion**
- Ask clarifying questions
- Tolerate silence
- Mobilize team knowledge—ask key questions to key members
- Encourage sharing of diverse thoughts and ideas
- Build team memory—use flip charts to capture ideas, action items and decisions made
- Use their words
- Use Parking Lot to stay focused

[ ] **Balance Participation**
- Balance co-lead roles and responsibilities
- Include everyone
- Make eye contact
- Use round-robin technique—seek input by engaging each person around the table
- Check in with less outspoken members
- Appreciate all team members' input

[ ] **Guide LMP Processes**
- Clarify and require consensus agreements
- Introduce interest-based problem solving (IBPS) when appropriate
- Clarify and lead brainstorming when appropriate
- Clarify and lead sticker ranking when appropriate
- Clarify and lead straw design when appropriate
- Confirm consensus visually before moving on—everyone does "thumbs up"

ACTIVITY: Meeting Checklist (continued)

RUNNING A MEETING (continued)

Action Items

[ ]	**Manage Transitions** • Summarize the topic and set the context for each discussion • Use clear transitions • Use agenda as a road map
[ ]	**Identify Strategic Moments** • Note moments of team agreement • Recognize progress and accomplishments as they occur • When the team is stuck, note the cause and determine how to proceed • Summarize key points

CLOSING A MEETING

As a co-lead, one of your key contributions is to ensure decisions are arrived at and detailed action steps are in place before the team adjourns. To ensure successful outcomes, you must allow enough time to accomplish the following:

Action Items

[ ]	Confirm written agreements with the team
[ ]	Ensure the team has detailed action plans with names, accountabilities and dates
[ ]	Review items listed in the Parking Lot with the group and create plans for addressing them
[ ]	Create a draft agenda for the next meeting
[ ]	Create a consensus agreement on the communication plan, capturing the what, how, who and when
[ ]	Evaluate your meeting. Use a plus/delta chart to capture what went well and what could be improved
[ ]	Allow members to express how they feel about their work