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| **Conducting Leadership** **Meetings Worksheet: *How did we do?***  Select one team member (can rotate each meeting) to review and evaluate how you did. Team should review at the end of meeting any items that were low to make changes for the future | |
| **Preparing** | |
| H M L na[[1]](#footnote-1) | Review agreements/tasks from previous minutes |
| H M L na | Identify/review/develop agenda items |
| H M L na | Invite/remind/prepare participants |
| H M L na | Prepare/review materials |
| H M L na | Check/confirm logistics (e.g., room, location, time) |
| H M L na | Other: |
| **Beginning** | |
| H M L na | Acknowledge/introduce participants |
| H M L na | Review purpose |
| H M L na | Review/assign roles |
| H M L na | Review/modify agenda items (e.g., discussion, decision, information) |
| H M L na | Assign # of minutes for each agenda item |
| H M L na | Set/review meeting rules/routines (Routines below) |
| H M L na | Other: |
| **Conducting** | |
| H M L na | Follow agenda items |
| H M L na | Stay within timelines |
| H M L na | Follow/review rules/routines |
| H M L na | Restate/review/remind of purpose/outcomes |
| H M L na | Other: |
| **Concluding** | |
| H M L na | Review purpose |
| H M L na | Review/summarize agreements/products/assignments |
| H M L na | Review/evaluate extent to which agenda items addressed |
| H M L na | Review new agenda items |
| H M L na | Review compliance with rules/routines |
| H M L na | Acknowledge/reinforce participation/actions/outcomes |
| H M L na | Indicate next meeting date/time/place |
| H M L na | Other: |
| **Following-Up** | |
| H M L na | Distribute minutes |
| H M L na | Complete agreements/products/assignments |
| H M L na | Contact/remind participants |
| H M L na | Prepare for next agenda |
| H M L na | Other: |
| Other Notes/Observations | |
|  | |

1. H = high, M = medium, L = low, na = not applicable [↑](#footnote-ref-1)