

Meeting Checklist

Setting the Stage

- ☐ Introductions
- ☐ Outcomes
- ☐ Agenda
- ☐ Roles & Agreements

Meeting Arc

- ☐ Identify issue
- ☐ Identify desired end-state
- ☐ Brainstorm
- ☐ Narrow – clarify, critique
- ☐ Decide

Wrap Up & Follow Up

- ☐ Agreement on next steps (who, what, when)
- ☐ Evaluate
- ☐ Follow up – minutes, actions, accountability