



Meeting Checklist

Chapter: _____ Forum Name: _____
Date: _____ Moderator: _____

Number of members in the group: _____
Number of members on time: _____
Number of members absent: _____

Scheduled meeting start time: _____
Actual meeting start time: _____
Scheduled meeting end time: _____
Actual meeting end time: _____

Was there a typed agenda? _____
Did everyone have a copy? _____
Did the group have an option to address the agenda? _____
Did the meeting follow the agenda? _____

Did the moderator assign a process observer? _____
Did the members follow the Gestalt Language Protocol? _____
Did the process observer address inconsistencies with the process? _____
Did the moderator assign a time keeper? _____
Did the time-keeper give warnings and alert the group when necessary? _____

Did members have time to prepare effective updates? _____
Did members share both best and worst updates? _____
Did members share both business and personal updates? _____
Did the moderator ask any members if any of their updates should be in the parking lot? _____

Was there a presentation by a member needing help? _____
Was the presenter prepared and clear on the objective? _____
Was the presentation business or personal in nature? _____
Had the presenter met with a coach prior to the meeting? _____

Did the moderator review the schedule for future meetings? _____
Did the moderator lead the group in prioritizing the parking lot in order to determine the next presenter and coach? _____
Were the members informed of tardiness and absence standings? _____
Did the group discuss enforcing the penalties for anyone that may have been late or absent? _____
Did the moderator end the meeting with "what worked & what didn't?" _____