

Chair Checklist

Meeting Segment	Questions/ Options	Notes
<p>Before the Meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> What do I want to accomplish by meeting? <input type="checkbox"/> What can be done outside of a meeting? <ul style="list-style-type: none"> ▪ How? ▪ When? ▪ By whom? <input type="checkbox"/> What is the proposed agenda? <input type="checkbox"/> How much time will we need? <input type="checkbox"/> Do we need more than one meeting? <ul style="list-style-type: none"> ▪ For example, separate meetings for brainstorming, interim reports, and decisions, with opportunities to gather info and analyze in between. <input type="checkbox"/> Who needs to be there? <input type="checkbox"/> What else do we need to accomplish the purpose of the meeting? <input type="checkbox"/> When should notice go out? <input type="checkbox"/> Who will send it? <input type="checkbox"/> When do I need to receive comments back on the agenda? 	
<p>At Start of Meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> What time should I be there to check on meeting arrangements and ensure meeting starts on time? <input type="checkbox"/> Is everyone prepared? <ul style="list-style-type: none"> ▪ If not, should we reschedule? ▪ Is there another way to hold an unprepared participant accountable? <input type="checkbox"/> Should we move an 	

	<p>agenda item to ensure all are present when discussed?</p> <p><input type="checkbox"/> Does everyone understand the purpose?</p>	
<p>During the Meeting</p>	<p><input type="checkbox"/> How is everyone behaving?</p> <p><input type="checkbox"/> Are we on track?</p> <ul style="list-style-type: none"> ▪ Ask everyone to stay focused and “bookmark” other issues. <p><input type="checkbox"/> Is discussion becoming repetitive?</p> <ul style="list-style-type: none"> ▪ Summarize and call for a vote. <p><input type="checkbox"/> Are people talking past each other?</p> <ul style="list-style-type: none"> ▪ Stop and summarize, or separate issues/questions. <p><input type="checkbox"/> Are we using time well?</p> <ul style="list-style-type: none"> ▪ Give reminders. <p><input type="checkbox"/> Are people bickering?</p> <ul style="list-style-type: none"> ▪ Have each summarize understanding of options, lead through pros and cons and eliminate cross-talk. <p><input type="checkbox"/> Are people being rude or unnecessarily confrontational?</p> <ul style="list-style-type: none"> ▪ Use a statement such as “I don’t think this is productive and I” ▪ Complete the statement with a request to focus on purpose and need to move forward. <p><input type="checkbox"/> Is everyone involved and provided a fair opportunity to speak?</p> <ul style="list-style-type: none"> ▪ If not, provide opportunity. <p><input type="checkbox"/> Do we need a break?</p> <p><input type="checkbox"/> Am I maintaining a calm, impartial, yet assertive demeanor?</p>	

<p>At End of Meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Have we reached the end of the agenda or end of time? <input type="checkbox"/> What decisions were made? <input type="checkbox"/> What remains open and when will it be resolved? <input type="checkbox"/> What follow-up is needed, who will do it and by when? <input type="checkbox"/> Who is responsible for monitoring follow-up? 	
<p>After the Meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Do I need to review meeting rules with one or more participants before the next meeting? <input type="checkbox"/> When should the next meeting be? <input type="checkbox"/> How is follow-up proceeding? 	