Meetings are a great and necessary part of office life. Our colleagues’ time, energy and enthusiasm are resources to be used carefully, supported and protected.

**How do we help meetings work for us?**

You can use the following checklist

* When you are planning a meeting
* When you are sending invitations
* When you yourself want to see if a meeting you are involved in makes sense

**What is your influence over the meeting?**Is this a meeting you own and run or is this a meeting whose running you can influence or is this a meeting you just attend?

POPP: what are the **P**urpose, **O**utcomes sought, **P**rocess for holding, and **P**eople needed for the meeting? What are the preparations? Does anything happen as a consequence?

**Checklist for a meeting**

|  |  |
| --- | --- |
| Why are we having it? |  |
| What are we looking for from it? |  |
| Do we need a meeting for this? |  |
| Who needs to be there? |  |
| How do we help them take part? |  |
| Agenda used? |  |
| Technology used |  |
| Chairing |  |
| Behaviour expectations |  |
| Notes / minutes / actions? |  |
| What happens after? |  |
| Did / do actions come from it? |  |
| Do participants gets feedback/updates? |  |

Develop this checklist for your own use and use with your colleagues. This checklist is meant as a starter – your experiences will shape and develop its usefulness.

See also “Distributed Office - Meetings health check” from UCD Agile