

Meeting Communication Effectiveness Checklist

- ☐ Agenda was shared with all participants beforehand
- ☐ Meeting started and ended on time
- ☐ Objectives were clearly communicated
- ☐ Everyone had the opportunity to speak
- ☐ Decisions and action items were summarized
- ☐ Follow-up steps were clearly defined
- ☐ Meeting notes/minutes were documented

Additional Comments/Notes: