

Cross-Departmental Collaboration Meeting Checklist

Pre-Meeting

- ☐ Agenda prepared and distributed to attendees
- ☐ Meeting objectives defined
- ☐ Roles assigned (facilitator, scribe, timekeeper)
- ☐ Relevant materials/documents shared in advance

During Meeting

- ☐ Attendance taken
- ☐ Objectives reviewed with all participants
- ☐ Encourage active participation from all departments
- ☐ Key issues and tasks discussed collaboratively
- ☐ Action items clearly assigned

Post-Meeting

- ☐ Meeting minutes documented
- ☐ Minutes and action items shared with all attendees
- ☐ Follow-up meeting scheduled (if needed)
- ☐ Progress tracking method established

Notes