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| **Conducting Leadership** **Meetings Worksheet: *How did we do?*** | |
| **Preparing** | |
| H M L na[[1]](#footnote-1) | Review agreements/tasks from previous minutes |
| H M L na | Identify/review/develop agenda items |
| H M L na | Invite/remind/prepare participants |
| H M L na | Prepare/review materials |
| H M L na | Check/confirm logistics (e.g., room, location, time) |
| H M L na | Other: |
| **Beginning** | |
| H M L na | Acknowledge/introduce participants |
| H M L na | Review purpose |
| H M L na | Review/assign roles |
| H M L na | Review/modify agenda items (e.g., discussion, decision, information) |
| H M L na | Assign # of minutes for each agenda item |
| H M L na | Set/review meeting rules/routines (Routines below) |
| H M L na | Other: |
| **Conducting** | |
| H M L na | Follow agenda items |
| H M L na | Stay within timelines |
| H M L na | Follow/review rules/routines |
| H M L na | Restate/review/remind of purpose/outcomes |
| H M L na | Other: |
| **Concluding** | |
| H M L na | Review purpose |
| H M L na | Review/summarize agreements/products/assignments |
| H M L na | Review/evaluate extent to which agenda items addressed |
| H M L na | Review new agenda items |
| H M L na | Review compliance with rules/routines |
| H M L na | Acknowledge/reinforce participation/actions/outcomes |
| H M L na | Indicate next meeting date/time/place |
| H M L na | Other: |
| **Following-Up** | |
| H M L na | Distribute minutes |
| H M L na | Complete agreements/products/assignments |
| H M L na | Contact/remind participants |
| H M L na | Prepare for next agenda |
| H M L na | Other: |
| Other Notes/Observations | |
|  | |

1. H = high, M = medium, L = low, na = not applicable [↑](#footnote-ref-1)