Checklist for Creating a Great Meeting

Space	Time	Eventfulness	Product	Style
✓What does the room look like?	√How much time do we have?	✓ Are there accomplishments to share and	✓Will there be decisions?	✓What style is the audience used to or comfortable
√What setup will work best?	✓How will we use our time?	celebrate?	√What method will be use?	with?
✓	✓	✓Do we want food or decorations?	✓	✓ How do I help them have a
✓	✓	✓	✓	good meeting?
✓	✓	✓	✓	
✓	✓	✓	✓	<i>·</i>
✓	✓	✓	✓	✓
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