



SuperTeams Pre-Meeting Checklist

- Interview the Meeting Sponsor** - if this is you, INTERVIEW yourself.
 - Define your role, the participant's, team leader, and Value Stream Champion's role.
 - Define "CONTEXT" and how you recommend setting up the meeting.
 - Objective, Agenda, Agreements, Consensus, Parking Lot
 - How will decisions be made? Recommend the Consensus definition

"Imagine the session is over ... and you feel great about what happened ...What happened in the meeting/project and what results were achieved that make you feel so good?"

Other questions to ask:

"What is the session objective" (at 1st meeting – the project's objective)

"What has been going well?"

"What would you change?"

"What might be some of the most important topics we discuss at this meeting?"

"What else would be useful for me to know to make sure the meeting doesn't waste time?"

"Who will be attending?"

"Who will document the meeting?"

Interview the participants

- When possible, interview the meeting participants.
- Ask them the same questions as above.

Ask all participants for feedback

- When the session objective and agenda are completed, send them in an e-mail to the participants asking for their feedback.

Help them be 100% prepared – send an e-mail including:

- The start and end time of the meeting.
- (Ask them to arrive 10 minutes early to enjoy coffee/tea and snacks and that you will kick off PROMPTLY at the start time).
- The Session Objective – what you expect the meeting to accomplish.
- The Agenda.
- Any items to prepare before the meeting – read a document, etc.
- What to bring – resources, reports.
- An attendance list – ask them who else might need to be there.

Know All the Meeting Logistics

- Location of the meeting
- Who will set up the room?
- How will the room be set up?
- What Audiovisuals are required?
- Who will bring the AV and set them up?
- Refreshments? Lunch? - How many? Who will set it up?
At what time?
- Who will kick off the meeting? - i.e. project sponsor, boss.
- Who will let kick- off person know how much time they
have for opening remarks?
- Who will record the minutes?
- Who will transcribe the chart pages?

CREATE, MEMORIZE AND PRACTICE YOUR OPENING.