

# VANGUARD BUSINESS EDUCATION

## Team Meeting Effectiveness Checklist

Most teams sit through more meetings than they need, and few of those meetings end with clear actions. This checklist helps you run meetings worth attending. Work through the steps before, during and after each meeting, then use the audit at the end to grade your last few meetings and spot what to fix.

### Before the meeting

#### Purpose

- The meeting has a clear purpose that needs a meeting
- Only the people who need to be there are invited

#### Agenda

- I sent an agenda with items and time limits
- Each item has an owner

#### Preparation

- I shared any pre-reading in advance
- I booked a room or link that works

### During the meeting

#### Participation

- I started and finished on time
- I drew quieter people into the discussion
- I kept one or two voices from dominating

#### Discussion management

- I kept the discussion on the agenda
- I parked off-topic items for later
- I summarised decisions as we made them

### After the meeting

#### Actions

- I circulated clear actions within a day
- Each action has an owner and a due date

#### Accountability

- I follow up on actions before the next meeting
- I review at the next meeting what was completed

## Team meeting audit

Score your last three meetings out of five on each measure. Low scores show where to focus.

Measure	Meeting 1	Meeting 2	Meeting 3
Started and ended on time			
Stayed on the agenda			

## Ready to Take the Next Step?

If you would like guidance on selecting the most suitable qualification pathway, visit Vanguard Business Education or speak with our team. All qualifications are delivered 100% online with no entry requirements, and our on-site assistant SmartCoach™ can answer your questions at any time.

**Browse qualifications:** <https://vanguardbusinesseducation.edu.au/business-qualifications/>

**Make an enquiry:** <https://vanguardbusinesseducation.edu.au/contact-us/>