

Project team meeting outline

Checklist for meetings
At first meeting
✓ Establish membership
✓ Nominate a chairperson
✓ Nominate or engage a meeting recorder (if not from the membership)
✓ Develop (or utilise organisation's) templates for agenda and minutes
✓ Develop terms of reference including quorum
✓ Determine ways of working (ground rules)
✓ Establish roles and responsibilities of members
✓ Establish meeting dates and times (allow members to diarise dates early)
✓ Determine who will circulate minutes/meeting notes
Subsequent meetings
✓ Agenda prepared and circulated(2 weeks before)
✓ Minutes/meeting notes from last meeting circulated (at least 2 weeks before)
✓ Identify what the main objectives of the meeting are at the beginning
✓ Revise ways of working
✓ Revise progress and summarise actions at half way point and again at meeting close
✓ Regularly ask how team members feel about the meeting structure, processes and outcomes