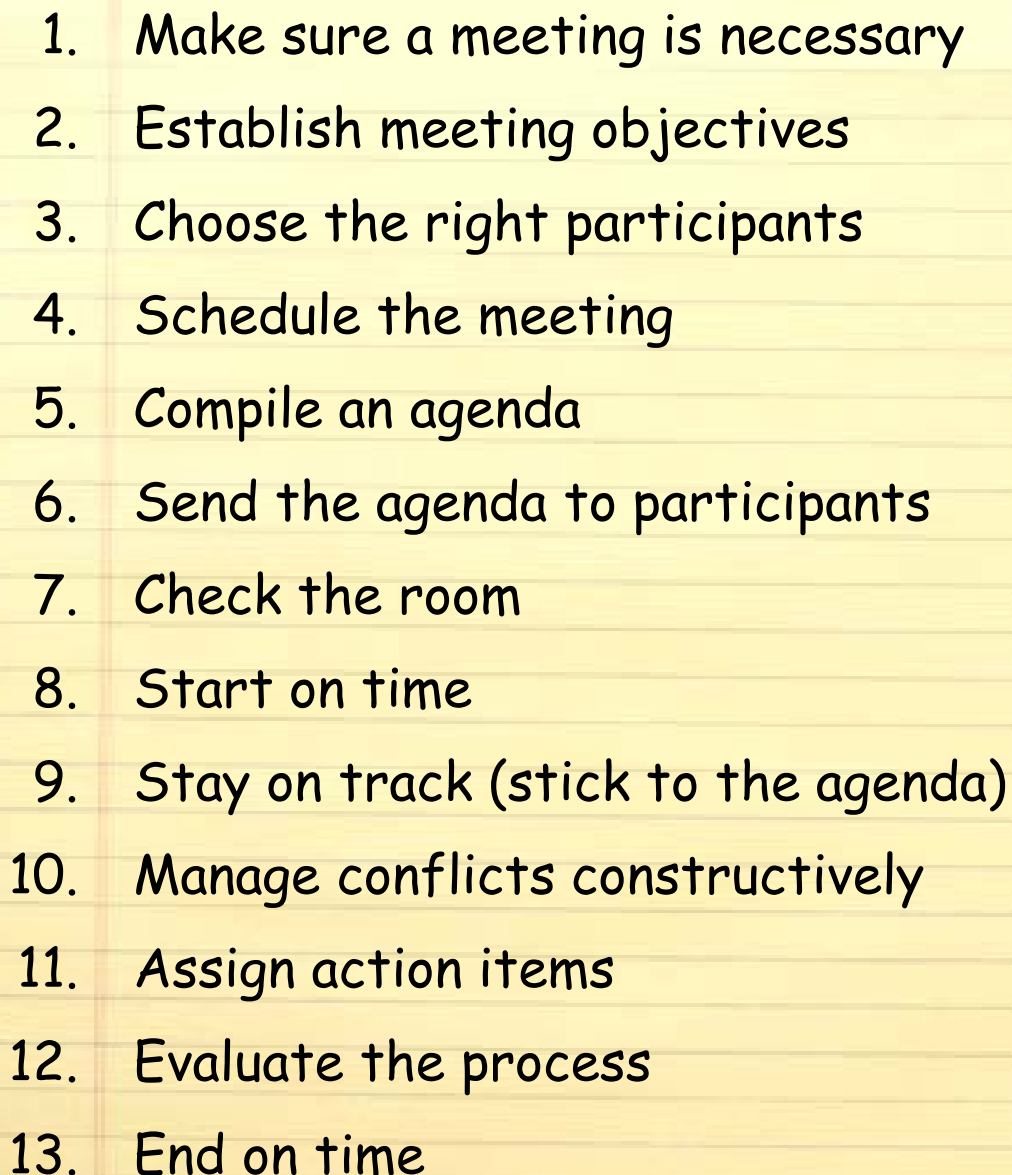


# *Effective Meetings*

## Checklist

- 
1. Make sure a meeting is necessary
  2. Establish meeting objectives
  3. Choose the right participants
  4. Schedule the meeting
  5. Compile an agenda
  6. Send the agenda to participants
  7. Check the room
  8. Start on time
  9. Stay on track (stick to the agenda)
  10. Manage conflicts constructively
  11. Assign action items
  12. Evaluate the process
  13. End on time