

Checklist: Organizing a Meeting		
Item	Task	Completed
1.	<p>Introduction</p> <ul style="list-style-type: none"> ▶ Welcome participants/ establish contact <p>Open the meeting</p> <ul style="list-style-type: none"> ▶ Present the topic <ul style="list-style-type: none"> ○ Reason for/topic of the meeting ○ Aim/purpose of the meeting ▶ Present outline and aim of the individual sections ▶ Explain organization <ul style="list-style-type: none"> ○ Speakers/ times/ breaks ○ Discussion rules ○ Indication of who is taking the minutes 	
2.	<p>Execution</p> <ul style="list-style-type: none"> ▶ Explain starting situation= current state <ul style="list-style-type: none"> ○ Ensure a uniform level of information ▶ Discussion <ul style="list-style-type: none"> ○ Ideas, opinions, suggestions ▶ Record and visualize partial results ▶ Schedule tasks and assign them to the responsible people 	
3.	<p>Evaluation</p> <ul style="list-style-type: none"> ▶ Motivate decisions ▶ Record tasks/ outcomes/ decisions in the meeting minutes 	
4.	<p>Farewell</p> <ul style="list-style-type: none"> ▶ Preview of next meeting ▶ Thank participants for attending 	
5.	<p>Follow-up</p> <ul style="list-style-type: none"> ▶ Make sure a responsible person and a date are mentioned for each decision. ▶ When a lot of dates must be monitored, a checklist of open issues may prove useful (see check list: "Open Issues"). This list should be taken from meeting to meeting. 	