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Effective Meeting Checklist

Learn how to plan and execute an efficient, effective and productive meeting using this meeting checklist. It breaks down the steps into preparation, execution and follow-up tasks to help you get your meetings on track.

Having meetings for the sake of meeting is a waste of time. All meetings should have an agenda to follow and meet an objective. An effective meeting leaves attendees with the satisfaction that something has been accomplished.

The attached zip file includes:

- Intro Page.pdf
- Terms and Conditions.pdf
- Meeting Checklist.pdf