



Inclusive Meetings Checklist

Here is a checklist of best practices to help ensure you are creating an inclusive meeting for all participants.

Share and confirm your agenda with participants

Have you shared and asked for feedback on the meeting's purpose and agenda in advance?

Ensure all participants need to be there

Is everyone at the meeting necessary to fulfill the purpose? Marking people that aren't critical to the meeting as "optional" is a great best practice

Is your Icebreaker exercise inclusive?

Do you have an inclusive icebreaker exercise to kick off? [Here is a great guide.](#) Beware of non-inclusive questions!

Have you considered the format needed for your meeting?

Is a discussion necessary to debate, brainstorm or problem solve? Is this a presentation of information only? Ensure that you capture this in your agenda!

Are you accommodating different communication styles?

Do you have mechanisms in place to facilitate input for a range of communication styles? Technology such as polls, meeting chat, anonymous feedback allow people with differing styles to participate.

Have you assigned speaking roles?

Have you set norms to rotate speaking roles so that everyone feels psychologically safe speaking at the meeting?

Are you rotating administrative duties?

Are you rotating note-taking responsibilities, meeting cleanup, or food-ordering duties (if necessary) from previous meetings?

Did you set ground rules for engagement?

You should share or reinforce a set of engagement rules. These will help facilitate discussion if some team members speak too much and others do not speak up.

Did you confirm the action items or next steps?

Did you set the next steps and assign them to team members and do you have an accountability plan to ensure the next steps are completed prior to the next meeting?