MEETING SKILLS CHECK LIST

When I am in a meeting with partners, I prefer to:

A. | B.
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Have the whole group tackle difficult problems together during a meeting | Assign the problem to a sub group to work on and bring back their best ideas
Ask group members to make suggestions | Let people participate as they wish to
Summarize what is going on during the meeting so we stay on the same page | Assign someone to take meeting minutes and summarize our discussion
Ask people for their feelings and opinions | Assume that people will express their opinions
Let our group go off-agenda now and again because it increases creativity | Keep the conversation on the agenda item at hand because it helps the meeting stay on time
Keep all ideas on the table | Select the best ideas and move decision making along
Let the chair run the meeting as he/she chooses | Help the chair by making suggestions about how to proceed