Checklist for Inclusive Meetings

❑ Review your list of attendees: Are you missing people who represent diverse or dissenting points of view?

❑ Be respectful of others’ schedules. Try to start and end meetings on time.

❑ Send the agenda out ahead of time.

❑ Greet each meeting participant warmly, by name, so everyone feels welcome.

❑ Introduce everyone. Do not assume everyone has met before.

❑ State ground rules up front and make sure they explicitly foster inclusion.

❑ Use inclusive language.

❑ Remain engaged in the conversation from beginning to end and remove distractions such as your cell phone.

❑ Mediate and facilitate:
  • Keep track of who’s talking and who isn’t.
  • Exhibit zero tolerance for interruptions.
  • Prevent anyone from dominating or derailing the discussion.
  • Give credit, acknowledge input from others, and highlight contributors.

❑ Follow up after the meeting through email or instant message; thank participants for attending and ask for their feedback.