



**AUTONOMOUS
DIGITAL ENTERPRISE:
START NOW**



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.