



MEETING PLANNING QUESTIONNAIRE

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Meeting name, title or subject: _____

Why is the meeting being held?

“When confronting options that are unanimously unacceptable or offensive to the group members, it’s amazing how quickly they can find acceptable alternatives.”
Lindworth’s Fifth Law of Group Behavior

THE HUMAN DIMENSIONS

Who will be attending?
Background information on attendees (resume, bio, etc.)

What are the relationships between participants?
Supervisors-subordinate?
Peers? Unrelated?

How safe will it be for people to participate? Physically?
Emotionally?

What vehicles will be used to conduct discussions? Small groups? Group of the whole? Other?

How will participants prepare for the meeting?

Will there be formal work generated by the group that must be done after the meeting?
Homework?

What is the group's role in decision-making?
On what basis will the meeting be evaluated?
Who will judge the meeting's success?
How should conflict be managed? Aggression?
How should digression be managed?
Are there "land mines" that might derail the meeting? Sensitive issues?
Who or what might make this meeting fail?

MEETING CONTENT

Who will develop the agenda? What is the meeting purpose?
What are the driving questions that must be answered? Subordinate questions?
What does the group know about the issues and the content of the discussions?
What are the discussion limits?
What hidden agendas might be working?
Is team-building a desired outcome of the meeting? Is so, what team issues are currently working?

MEETING CONTENT (CONTINUED)

What background materials must be supplied to participants at the meeting? In advance? Who is responsible for the advance mailing?

MEETING LOGISTICS

The meeting will be held at:

The date of the event is:

Total number of participants:

The meeting will start at:

The meeting will end at:

Will food be served? If yes, when will it be served and who is responsible?

Breaks will occur at:

Seating will be:

Who is responsible for setting up the room?

Equipment, meeting supplies and audio/visuals? Who will provide the equipment?

Administrivia?

Smoking? Toys? Stress balls?

Limits of humor?

Physical games and exercises?

Rest rooms . . . phones . . . beepers?

Who is the key contact for logistics? _____

Phone number at meeting location? _____