

Post Meeting Follow-Up

Item	Description	Notes
Agreements	What agreements have been made? Make sure to summarize these and let people know how you will follow up on these agreements.	
Accountabilities	Who is going to do what? By when? Create a plan for when you will check in on follow-up items.	
Process Reflection	Reflect on how the timing went. What adjustments need to be made for future meetings? Were there any technical issues faced? Accessibility issues? Challenges faced by different participants?	
Parking Lot	Identifying what needs to happen with Parking Lot items. Over time, if Parking Lot issues are left without being addressed, it can start to erode trust in the process of meetings and follow-up. Make sure you agree as a group what needs to happen with Parking Lot items.	
Scheduling	Schedule your next call.	
Thanks, and Close-Out	Thank people for their time, especially acknowledging those who might have had to dial in at difficult times of the day.	
Tech Check	Note and address any technical issues which were present and adjust for next time.	
Other		