Inclusive Meetings Checklist

4 Ways to Drive a Culture of Inclusion through Meeting Management

1. Share Meeting Agendas in Advance

- Develop meeting objectives and roles in decision making so participants have clarity on what should be accomplished.
- Ask yourself “whose perspective isn’t represented here?” When creating the attendee list for a meeting.
- Create a dedicated agenda item for introductions and “catching up” to limit side conversations that can distract or exclude virtual attendees.
- Note whether the meeting will be recorded and expectations (or not) about video.

2. Support Hybrid Attendees

- Have in-person participants log in to the meeting platform on time, and use a single, reliable audio source.
- Ask individuals to mute their audio when they are not speaking.
- Be considerate of time zones, avoiding late nights, early mornings, or mealtimes of participants if possible.
- Assign and rotate the responsibility of monitoring the chat function to ensure written contributions and questions are recognized.
- Allow remote participants to turn their video cameras off.
- If you do have to have meetings outside of working hours, rotate meeting times.
To learn more about creating an inclusive workplace where employees thrive, visit everfi.com/workplace-training or call 1-800-945-2316 to speak with an EVERFI expert.

### Take Notes

- Assign a note-taker during meetings.
- Send a meeting recap to outline expectations of next steps.
- Rotate note-taking responsibilities to mitigate possible bias of placing “professional housework” on those with less seniority, women, quieter employees, and underrepresented employees.

### Adopt Inclusive Meeting Ground Rules

- Circulating notes with key takeaways and action items keeps everyone informed, including employees who could not attend, had technology issues, or needed to step away for caregiver duties.

- Everyone attending the meeting in person should have a seat.
- Act as an ally when someone is interrupted.
  - For example, say “I don’t think they finished their thought. Can you say more about that?”
- Ensure that “introverted thinkers” or others who need time to process information before speaking up have the opportunity to do so.
  - Consider providing time for everyone to jot their thoughts down before discussing.
- Address disrespectful behavior, in the moment.
  - If you are a manager, an effective technique is to say, “That was not okay—let’s talk after this meeting.”
- Ask for differing perspectives. Or, include a round-robin for discussion items.
- Speak up or echo a person’s voice or ideas if they aren’t being heard or being given proper credit.
- Avoid assumptions about a person’s intent. Check for understanding by repeating the information you received and asking if you interpreted it correctly.
- If you are in a position of authority, invite others to share their perspectives before sharing your own. This will ensure that your influence as a leader will not bias or quiet the discussion.

- Comment-Alt-Lines

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