Meeting accommodations checklist

Practical meeting supports to reduce overload and improve follow thro

Before the meeting

- %¡ Agenda shared in advance
- %¡ Clear timebox for each topic
- %¡ Written questions in advance

During the meeting

- %¡ Note taking support
- %¡ Clarify action items
- %¡ Option to join with camera off

After the meeting

- %¡ Written summary sent
- %¡ Clear owner + deadline for tasks