

OFFICE
Meeting Check-In Cards



Cut out the cards. Pick one, share a story, or pass.

01



What decision should this meeting help us make?

A LITTLE MORE CONNECTION

02



Which agenda item needs a clear owner today?

A LITTLE MORE CONNECTION

03



What information would make the first discussion easier?

A LITTLE MORE CONNECTION

04



Which term should we define before using it today?

A LITTLE MORE CONNECTION

05



What would make our meeting notes more useful?

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06



Which update could we read instead of hearing aloud?

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07



What is one useful question about today's agenda?

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08



Which next step needs a deadline agreed today?

A LITTLE MORE CONNECTION

09



What should we check before treating an assumption as fact?

A LITTLE MORE CONNECTION

10



Which decision from last time needs a brief follow-up?

A LITTLE MORE CONNECTION

11



What would help someone joining this project understand us?

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12



Where should today's final decisions be recorded?

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13



Which task handoff needs a clearer definition?

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14



What would make a status update easier to scan?

A LITTLE MORE CONNECTION

15



Which discussion needs a concrete example?

A LITTLE MORE CONNECTION

16



What should be included in a useful action item?

A LITTLE MORE CONNECTION

17



Which question can we answer before the meeting ends?

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18



What can we leave out to protect the meeting's purpose?

A LITTLE MORE CONNECTION

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