

The PANTS Test

Purpose

- Is it clear what must be accomplished for the meeting to be a success?
- Is the purpose of the meeting in the calendar invite?

Agenda

- Is the agenda (or a link to the agenda) in the calendar invite?

Notes

- Have you created your notes by filling in your agenda with additional information?
- Are all decisions noted and highlighted or underlined?
If you have a new document for notes, is it shared or linked in the calendar invite?

Tasks

- Are all next steps listed at the bottom of your notes?
- Are all tasks assigned to a DRI (directly responsible individual)?

Shared

- Have you shared your notes with all attendees?
- Have you shared your notes with others in your organization who can benefit (via email, Slack, etc.)?

