

# Accessible and culturally responsive meeting

*You are running a meeting and want everyone to be able to take part, contribute, and know what was decided.*

**Outcome:** By the end, you will have a reusable meeting plan: purpose and materials sent ahead, accommodation offered without disclosure, several ways to contribute, attention to positional power, a plan for repair if harm occurs, decisions with owners, and accessible follow-up.

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## Situations that may fit this path

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- A team meeting, all-staff, or partner meeting you are running
- A meeting where some people rarely speak
- A meeting with interpretation, captioning, or hybrid participation

## Six steps to work through in order

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1. **Plan for participation** — Use Ask to work through the purpose, the participation formats, and the access arrangements for this meeting. · **Ask a question** — program page [/ask?path=gp-8](#)
2. **Consider community context** (If relevant) — If the meeting includes community partners, read the relevant brief for access, timing, and what not to assume. · **Explore Minnesota Communities** — program page [/minnesota-communities](#)
3. **Choose practical resources** — Use the accessible meeting guidance and the access checks. · **Accessible and culturally responsive meetings** — program page [/resources/ja-accessible-meetings](#) · **Access checks before a meeting or outreach** — program page [/resources/ja-access-checks](#)
4. **Draft your meeting plan** — Complete the plan. Leave out names. Use the downloaded checklist to write your answers in a tool you normally use. This page does not save them.
5. **Review your work** — Confirm materials go out ahead, accommodation is offered to everyone, there are several ways to contribute, decisions will have owners, and follow-up is accessible.
6. **Take it further if you want to** — Most meetings need no consultation. If a team pattern keeps recurring, the team climate path may help. DSD staff can request a consultation. · **Strengthen team climate (Practice path)** — program page [/paths/gp-4](#)

## What a useful result looks like

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### Still needs work

- Captions turned on with nothing else changed
- A round-robin that forces everyone to speak
- Notes sent only to the people who were in the room

## Ready to use

- Materials ahead, several ways to contribute, and decisions with owners
- Repair is the responsibility of the person with more power
- Follow-up is accessible and asks how it worked

### Privacy

Do not include names. This page does not save your answers or progress. Notes saved through an earlier version may still be in this browser's site data; this page does not show or delete them.

## Accessible meeting plan

### Privacy

This is a blank published checklist. If you complete a downloaded copy, store and share that file according to DHS requirements. Nothing you write in that file is saved back to this page.

| Item                                                       | Detail                                                                                                    |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Meeting name, purpose, and who attends (required)          | The meeting, not individual names.                                                                        |
| What goes out ahead and when (required)                    | Purpose, agenda, materials, format, and the accommodation sentence.                                       |
| Ways people can contribute (required)                      | Speaking, writing ahead, writing during, following up after, and how written input gets the same weight.  |
| Access arrangements (required)                             | Captions, interpretation, room or platform access, pace, materials in accessible formats.                 |
| How you will handle positional power and repair (required) | Who opens, who speaks last, how you will notice who is not speaking, and what you will do if harm occurs. |
| What you chose not to assume (required)                    | About cameras, eye contact, speed, or silence as signs of engagement.                                     |
| Follow-up date (required)                                  | When accessible notes go out and when you ask how the meeting worked.                                     |

## Review your notes against

- Every follow-up has a named owner
- A next review date is set
- This is connected to your specific work
- Language, disability, and communication access were considered for this work
- You named who was involved and the role they had
- You noted what you chose not to assume

## Questions to bring to Ask

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- What should I do before, during, and after a team meeting so everyone can actually take part?
- How do I run a hybrid meeting where the people online are not an afterthought?
- What do I do in the moment when a comment lands badly?