



Questions to Ask The Meeting Sponsor

Questions to identify Meeting Purpose (“Imagine...”)	
Ask 2nd- level questions to identify deliverables in detail	
What are our time constraints? Dependencies?	
What is the team’s scope of authority?	
Who are the other sponsors, if any?	
Would you please send me the list of participants & their individual contact info?	
What can you tell me about the communication styles of the participants?	
Is this a new team or an established team?	
Are there any participant conflicts you are aware of?	
Identify meeting logistical information	
What is the Sponsor’s role in the meeting?	
What’s in it for participants to be involved?	
Is this part of a larger project? Who/what else is involved?	
Who is the contact person for meeting logistics?	
Ask questions on organizational and business background.	
Is there an existing process methodology we should use?	