Effective Meetings Handout

Effective Meetings

Never meet without an agenda!

If you are meeting without an agenda make one up first thing!

Assign roles, such as *facilitator*, *note taker*, and *timekeeper* for every meeting.

Rotate responsibilities!

Keep it simple!!

Sample Agenda for First Meeting

Assign facilitator, timekeeper, note taker.

List everyone's locations.

List everyone's contact information.

Find out the best way to contact each team member.

List team member expectations and assumptions.

Decide how you are going to schedule second team meeting.

Create second team meeting agenda.

Adjourn.

Meeting Planning Checklist

- Why meet?
- Who to include?
- What to discuss?
- How to record ideas?
- Where to meet?

Purpose of Meeting
- Identify problems
- Solve problems
- Brainstorm ideas
- Gather information
- Organize
- Make decisions

Orchestrate the Roles
- Who will serve as facilitator?
- Who will serve as scribe?
- Who will serve as timer?
- Who will serve as minutes writer?

Set the Agenda
- Specify the purpose and the participants
- Schedule agenda items
- Explain each agenda item
- Decide on the discussion format
- Decide on a decision-making technique
- Distribute the agenda in advance

Opening the Meeting
- Set the tone
- Remind participants of their roles
- Reach agreement on ground rules
- Involve people early
- Use icebreakers with new groups

Ending the Meeting
- Know when to end
- Summarize the meeting
- Confirm the summary
- End on a positive note
- Follow-up to ensure implementation

Meeting Scheduling Matrix

To help find meeting times, the chart below, or one similar, can be used by each team member to cross out times of classes, prior commitments, etc. When all matrices are compared, hopefully some mutually agreeable time slots will be available for the whole team to meet.

Times	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							

Meeting Action List

Action lists are one way to record group decisions and track progress. Here is one example of an action list format that teams may find helpful.

Team:
Date:
Note Taker:

Task	Assigned to	Estimated Completion Date	Actual Completion Date	Status

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