

Elements of an Effective Meeting

- **Planning a meeting:**

- Purpose
- Participants
- Location
- Preparation
- Notification

- **Starting a meeting - on time:**

- State purpose
- Review or set agenda
- Establish priorities
- Determine roles

- **Conducting a meeting:**

- Stay on track – use the agenda – record decisions
- Use brainstorming and problem-solving techniques
- Stop, repeat, clarify (“**what I hear you saying is . . .**”)
- “Pass the microphone,” and pull it back when needed
- Monitor both meeting **content** and **process**
- Encourage diverse views to avoid “group-think”
- Are people feeling safe enough to really participate?
- Always test for consensus and closure before moving on

- **Closing a meeting - on time:**

- Review action items and decisions
- Double-check consensus on issues
- Perform an optional meeting evaluation (process check)
- Set next meeting date, time, and agenda
- If you must run over allotted time, do so **only** with team’s permission
- If you can’t finish agenda, gracefully save issues for another meeting

Meeting Agenda Checklist

- **Start the meeting - on time:** *Start-up time:* _____
 - State the specific purpose
 - Confirm allotted time for meeting
 - Review existing or establish new agenda
 - Set meeting priorities and topic times, as appropriate
 - Determine roles (leader, recorder, timekeeper, etc.)

- **Conduct the meeting:**
 - Topic #1 - _____ *Time:* _____
 - Topic #2 - _____ *Time:* _____
 - Topic #3 - _____ *Time:* _____
 - Topic #4 - _____ *Time:* _____
 - Topic #5 - _____ *Time:* _____
 - Topic #6 - _____ *Time:* _____

- **Close the meeting - on time:** *Wrap-up time:* _____
 - Review action items and decisions
 - Double-check consensus on issues
 - Perform an optional meeting evaluation
 - Set next meeting date, time, and agenda