MEETING TIPS

1. Set clear rules.
2. Set clear scope and purpose.

3. Set date, time and location.
4. Create an agenda and send it with meeting invitation.

5. Start on time and share responsibilities.
6. Be engaging and encourage participsants to contribute.

7. Collect feedback and take right decision.
8. Allocate tasks and give deadlines.

9. Announce follow meeting date and time.
10. End on time, and say thanks to participants for their time and contribution.