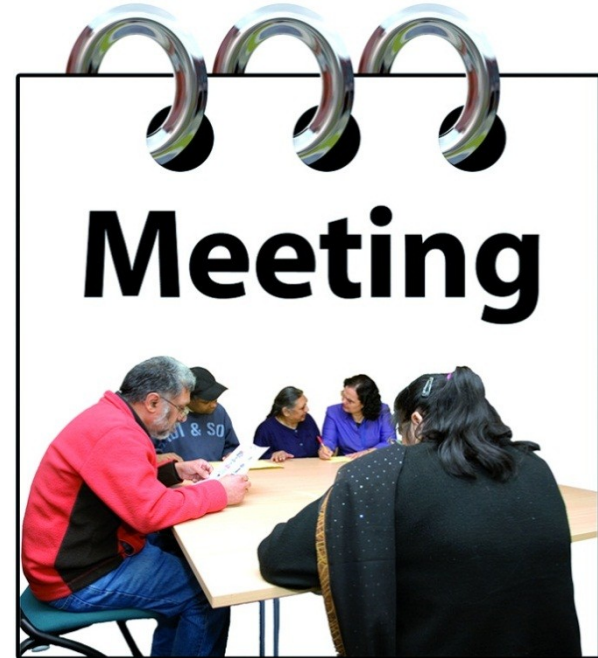


How to organize and run effective meetings

By Jan Bollen



Group organisation

- Chairman
- Secretary
- Planner
- Documentalist
- Designer
- Purchase / Sales
- Marketing



Decide for a meeting

- Why am I scheduling or attending this meeting?
- What is my goal?
- What information will be exchanged?
- What decisions will be made?

DECIDE:

YES

NO



dreamstime.com



Aim of meeting

- Give information
- Brainstorm ideas
- To get information
- Participate in decision making
- Solve problems
- Divide the work
- Planning update





How to organise a meeting

- Find a suitable time
- Find location
- Invite participants by mail
- Mail also the agenda
- Mail also minutes last meeting
- Prepare meeting by having clear aims



Agenda

- Welcome / opening meeting
- Announcements
- Minutes of last meeting
approve / specific matters
 - Subject 1,2,3 informing
 decision
 - Planning / Finance /
Documentation / anything else
- AOB (Any other business)
- Next meeting
- Close meeting / goodbye





Chairman / staying in control

- Being in control of
- Agenda
- Interruptions
- Negative body language
- Participating
- Changing of subject



Chairman / introduction

- Starting of meeting
- Process control
- Introduce each topic
- Explain why it is being discussed.
- Stick to the topic



Chairman / invite contributions

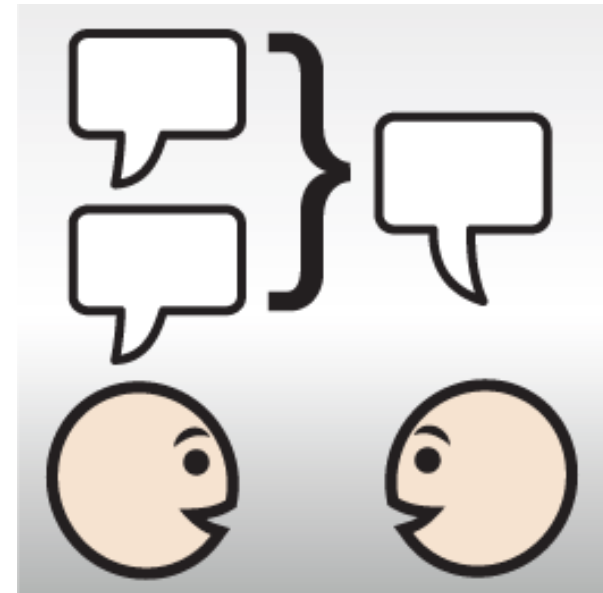
- Invite contributions
- Everyone who should speak on an issue
- Not just those who can talk the loudest or longest.
- Encourage quieter members to communicate by prompting them with questions.

**I NEED
YOU**



Chairman / summarize

- Summarize each item
- Finish discussion
of each item by
- Summarize items
- check that everyone agrees
- By confusion try to clarify





Secretary / take minutes

- Follow agenda
- Make note of mo
important remal
- Absence
- Discussions
- Decisions
- Next meeting
- Distributions



Secretary at Your Service

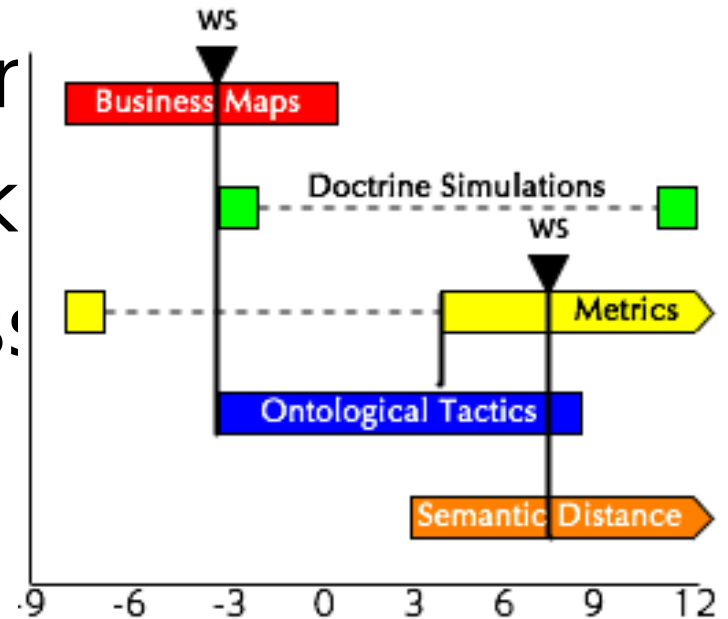
Secretary / minutes content

- Meeting title
- Date and location
- List of attendees and absence
- Announcements
- Topics discussed
- Decisions made and actions
- Date next meeting



Planning

- Use Gantt diagram
- To divide the work
- To control progress
- To signalize bottlenecks



Documentation

- Responsible for complete documentation in form not in content !
- Report and presentation
- Meet the documentation rules

