Meeting Communication Introduction

Two Or More People

➢ Team meetings or client calls

➢ Needs a leader or organizer (facilitator)

➢ Needs a set duration

➢ Stated goals, agenda, and structure

➢ Avoid having a free-for-all, stay on point

Meeting Starts Before It Starts!

- ➢ Send out the agenda, length, and goals the meeting should accomplish

- ➢ Introduce participants if they don't know each other

- ➢ Open with "Thanks everyone for coming. Let's begin. The first item of discussion is..."

- ➢ Or: "Our meeting goals are XYZ and we have this time to achieve it. Let's start with..."

- ➢ This saves 5-10 of wasted smalltalk and gets people working when they are still fresh