

- You discover other issues or problems in your workplace that you hadn't thought of, when they respond. You can then choose to put such issues on this or succeeding agendas or smoke out more of what they're all about before you decide what to do about them.
- Getting agenda suggestions *before* the meeting rather than at it lets you see where they would fit and how much time to allow. It lets you consider *if* you want to deal with them privately, rather than needing to turn people down publicly at the meeting, if you ask for agenda suggestions there.

## Designing and Implementing the Meeting

### *Physical Arrangements*

Read the section in Chapter 4 on meeting arrangements again, using the checklist on timing, time of day, the effects of where you meet, and other physical and psychological needs to be considered (like feeding, etc.). Don't ignore the obstacles these issues can create. They can present major stumbling blocks if you don't handle them well, or they can ensure the success of your meeting.

### *Personnel*

Be aware of the effect of the meeting and the demands it will make. Answer the following questions:

- Size of meeting?
- Who should come and why; what organizational levels? what technical and functional expertise?
- The effect on the staff of whom you invite or don't?
- How should they prepare; what to bring? what to read?
- How much advance notice do they need?
- What should you provide for them in advance? At the meeting?
- How much input should you give them in shaping the agenda?

### *Implementation*

Consider the effects of the following suggestions on your staff or other invitees and the benefits that can be gained from some or all of these procedures: