

# Guidelines for Conducting a Productive Meeting

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## Objective

The goal is to establish meeting ground rules for positive interaction that will assist in making unanimous decisions. The following are guidelines that can help to ensure that everyone feels open to contribute during meetings, decisions are made in the best interests of SDAL, and all attending are treated with respect.

## How To Establish Meeting Rules

1. Ask each group member for one rule that s/he thinks is important for conducting productive meetings.
2. Create a list of these rules so that everyone can see the list.
3. Repeat step two until everyone is satisfied that the list is complete.
4. Review the list and make any necessary edits (note: rules can be added to the list to address any new concerns)
5. Finally, agree as a group to follow the rules to improve the meeting process.

**The following are the meeting guidelines created by the 2016 Summer SDAL Student Fellows.**

## Logistics

### Meeting Preparation

- Be on time
- Come prepared
  - Bring proper materials
  - Keep an open mind
  - Review agenda
  - Prepare to be attentive
- Assign Meeting Chair and Scribe
  - Meeting Chair
    - Presents
    - Develops agenda
    - Keeps on task
    - Addresses meeting members concerns
  - Scribe
    - Takes notes
    - Sends out notes after meeting

### Content of the Meeting

- Declare objective at start of the meeting
- Respect the agenda
  - Avoid arguments and fighting
- Reach a consensus
  - Expect a degree of compromise

### Meeting Ending and Beyond

- Leave meeting with clear sense of next steps
  - Who is responsible to do what and by when (include this information in meeting notes)
  - Determine next meeting date

## Behavior

### Actions

- Avoid distractions (electronic devices, etc.)
- Come to meeting with open mind, ready to understand and compromise
- Respect others and their opinions
- Listen actively to others

### Conversation Skills

- Give time between thoughts to let others speak
- Avoid redundancy when speaking
- Avoid talking over people
  - Do not interrupt other participants
- Speak up when necessary
- Avoid turning critiques or disagreements to attacks

