

Effective Meetings



How to run Effective Meetings

<http://www.wikihow.com/Run-an-Effective-Meeting>

Effective Meetings

1. Achieve an objective that cannot be done using other means
2. Take up minimum amount of time
3. Involve the right people
4. Leave participants feeling it was a good way to spend their time

Establish a meeting objective

Do you want a **decision**?

Do you want to **generate ideas**?

Are you **solving a problem**?

Are you **communicating** something that requires being there in person?

Are you getting **status** reports? (could use email)

Try to always **distribute tasks**, have a **timeline**, and know who is assigned to each task, and to **delivery by**

Use time wisely — Make an Agenda

Priorities

Results

Participants

Sequence

Timing

Date, time, and place

Facilitating a meeting

Distribute agenda well before & get feedback – use slack?

Try to involve everyone – do not do all the talking

Ensure someone takes minutes

Watch for dominant personalities: If certain people dominate, redirect to others

After each agenda item, summarize & ask for confirmation

Note items that require further discussion

Facilitating a meeting continued

Watch body language and make adjustments if needed

Use 'active' listening

Ensure things stay on topic

List all tasks (actions) generated at the meeting -- and record, in slack (?)

Who is assigned to do what, and by when

Close by summarizing & next steps

Inform everyone you will send out summary

Ask for feedback from participants