

How to organize a good meeting

The goals of a successful meeting

- Define **collective identity of a group**, help an individual understand their role within team
 - **Inspire** creativity and cooperation
 - Take individual ideas → refine to **actionable solutions**
 - **Clarify collective goals/deadlines** → each person sees their role
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6 steps to a great meeting

- Define meeting objectives
 - Routine meeting/Strategic meeting
 - Be clear about the objective!
 - Oriented terms, actionable goals
- Create agenda + send calendar invites
 - Meeting length
 - Send the agenda ahead of time
- Create safe space for collaboration
 - Establish guidelines
 - Welcome new ideas, ask for feedback
 - Use positive reinforcement
 - Do not publicly reprimand each other if something bothers you ← remove fear of public criticism
 - Do not blame an individual for a problem → work it out together
- Strategically choose attendees + appoint important roles
 - Notetaker: keep track of discussion, recording good ideas/action plan
 - Timekeeper
 - Host/facilitator
- End with clear actions, owners and timelines
 - **Actions:** What is going to get done? How does assignment fit into the broader objective?
 - **Owners:** Who is going to accomplish what?
 - **Timelines:** When is it due? What are the deadlines? Where should people report with final product?

- Introduction/call to the meeting (2 minutes)
- Review previous meeting notes (2 min.)
- Present objective or problem at hand (3 min.)
- Open brainstorming/group discussion (10 min.)
- Report from team 1 (10 min.)
- Questions for team 1 (3 min.)
- News from team 2 (10 min.)
- Questions for team 2 (3 min.)
- Updates from the chief executive (5 min.)
- Closing statements / clarify Actions, Owners, and Timelines (5 min.)

Figure 1

Meeting length, an example of how agenda items are divided with their dedicated times.

TEAM MEETING AGENDA TEMPLATE EXAMPLE

DAY AND DATE		LOCATION	
Thursday, November 11		Conference Room 1A	
MEETING TITLE		START TIME	END TIME
November Team Meeting		10:30 AM	12:30 PM
TEAM NAME		FACILITATOR	
Project Team A		Jeff P.	
TEAM MEMBERS REQUESTED TO ATTEND			
Matthew B.	Sarah C.	Kelsey C.	

AGENDA

CONTENT	TO BE PRESENTED BY	START TIME	DURATION
1. Purpose of Meeting and Objectives		10:30 AM	0:05
2. Assign Minute Taker and Timekeeper; Define Roles		10:35 AM	0:05
a. Minute Taker: [Name]			
b. Timekeeper: [Name]			
3. Review Prior Action Item List			
4. Agenda Items		10:40 AM	0:20
a. Action Item		11:00 AM	1:00
i. Item Terms			
ii. Item Description			
iii. Item Participants			
b. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
c. Action Item			
i. Item Terms			
ii. Item Description			
iii. Item Participants			
5. Review of New Action Items' Terms and Descriptions		12:00 PM	0:10
6. Proposals for Next Meeting Agenda		12:10 PM	0:10
7. Evaluation of Current Meeting		12:20 PM	0:10
8. Adjournment		12:30 PM	

Figure 2

An example of the agenda of a weekly meeting.

Sources

Hailey, L. (April, 2025). *6 Tips to Run a Highly Effective Meeting, Backed by Science* - Science of people. Visited on 02/06/2025; <https://www.scienceofpeople.com/run-a-meeting/>