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**ENGN6250 /​ COMP6250 |** Professional Practice 1

Assignment **Professional Project**

Project Meetings

**Conducting a meeting**

Your project teams will be conducting meetings for your professional project. Your team members will have the following roles in the meeting:

* Chairperson/Facilitator
* Note taker/Time keeper
* Participants

***Chairperson***

The job of a *Chairperson* or *Facilitator* is to lead the meeting. You observe participants' body language, listening carefully to what they say, drawing out those members who are not speaking, and gently moving the meeting along so that no one person monopolizes a conversation. During the meeting, the chair guides the meetingas per the agenda. While guiding the meeting, it is the chair role to:

* Keep the group on task.
* Ask open-ended questions, encouraging participation from everyone.
* Acknowledge and reinforce constructive contributions.
* Help resolve disputes while remaining neutral and calm.
* Use appropriate humour; it can release tension and get people talking.
* Delegate and set deadlines for tasks.
* Clarify and summarize points made and ask for agreement.
* Help the group reach consensus and reach conclusions.

***Note taker/Time keeper***

* **Send proposed agenda** prior to the meeting and invite the team to contribute items to the next meeting agenda
* **Write up agenda** including all items carried forward from previous minutes and new items received from the meeting attendees and meeting leader (chairperson). Send completed agenda to all participants (and cc your tutor) prior to the meeting (Monday 9am).
* **During the meeting, record key points** which come out of meeting discussions, brainstorming sessions, strategic planning, feedback, agreements and contracts, follow ups and progress checks. Do this by taking notes.
* **Assist the meeting leader** (chairperson) to monitor meeting times allocated to agenda items (using the agenda as a guide) and make sure the meeting is on track and within agreed times for each agenda item
* **Review the notes** recorded during the meeting and **write up minutes** as a full record of the meeting. Ask the leader (chairperson) to check that the minutes are a true record of the meeting.
* **Disseminate minutes via email to all participates** within 3-4 days of the meeting (Monday 9am) to facilitate team communications and making sure everyone is kept in the communication loop, even if they were not able to attend the meeting.

***Participants***

While it is the role of the chairperson to run the meeting, the participation of all members is also fundamental to the success of the meeting. Without good participation, the goals and objectives of a meeting will not be reached. The following are some guidelines on how to be a good meeting participant.

* **Be on time:**Always try to arrive a few minutes before the scheduled start time of the meeting. Often refreshments are served before a meeting but not always. You want to have enough time to greet other members, get your materials in order and be ready to start on time. If you are going to be late, be sure to call ahead to let someone know, then when you arrive, try to slip into the meeting quietly so as to not interrupt.
* **Participate:**You were invited to be part of the meeting for a reason. Don’t be afraid to share your thoughts and ideas as they present themselves. It’s really important to build trust in the group so that no one is afraid they will be criticized for their contributions. All ideas and suggestions should be considered by the group.
* **Avoid dominating the proceedings**
* **Keep an open mind:** Listen to everyone’s ideas. You never know where or when the next great idea will come along.
* **Don’t Interrupt:**Let each person finish what they are saying before you comment. They may not be going in the direction you think they are. It’s only good manners to hear someone out and you would want the same courtesy.
* **Be Prepared:**Review the agenda a few days before the meeting so that you know what topics will be discussed. Do your research, make decisions, and bring materials as needed. If participants are not ready, the process will be delayed and everyone’s time is wasted.
* **Ask questions:**When in doubt, ask questions to understand

One way to ensure you run effective meetings with your team, help everyone stay interested in the process, and inspire their active participation is to **rotate** *roles* and *responsibilities* around the team. Not only does this add variety as everyone will bring a different style and different skills to the way they undertake each role, but it will assist your team to develop the skills they require to manage their own business and lead their team……

**References**

CMA Alliance. (n.d.). Meeting facilitator’s role. Retrieved from <http://www.cmaalliance.com/portals/0/assets/pdf/Facilitators-Role.pdf>.

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The Centre. (2018). Roles in Meetings. Retrieved from <http://thecentre.on.ca/jobseekers/meetings/meeting-roles/>.