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There are several things that a project manager can do in order to have a successful meeting. They should plan the meeting in advance, so that when everyone arrives, they know exactly what they are supposed to be talking about. They should also make sure that each attendee needs to be there, and they aren't wasting their time. The project manager should also create a detailed agenda for the meeting, this will make it easier to stay on topic and can also help to make sure too much time is not spent on any single item. The agenda should be sent to each person attending the meeting, before the meeting so they can review it and make changes as necessary. At the meeting the project manager should control the discussion, in order to make sure that everyone has a chance to speak, and every point from the agenda is covered. After the meeting the project manager should send each attendee a summery of what took place at the meeting, so that each person has a clear idea of what happened.