

## **Running good meetings**

### **Before the meeting ...**

- Schedule the meeting carefully. Who, when, where, why? Can all members attend?
- Plan what the meeting was meant to achieve.
- Prepare a meeting agenda, and distribute before the meeting.
- Have a clear list of things to discuss and work on, decisions that need to be made.
- Decide who will prepare an agenda.
- Decide who is chairing the meeting.
- Decide who is to take notes.
- Set up the meeting room.

### **During the meeting ...**

- Start on time, and finish on time.
- Review the last meeting, have actions required from previous decisions been done.
- Review progress since the last meeting.
- Conduct the business of the meeting briskly.
- Move through the various topics on our list in an orderly way.
- Spend a balanced amount of time on the different things discussed.
- Focus the discussion around decisions that have to be made.
- Make a clear record of the decisions made.

- Make someone responsible for each decision that requires action.
- Set clear time frames or deadlines for the tasks.
- Make someone responsible for distributing the meeting notes/decisions to all group members.
- Ensure that everyone knows the actions they need to complete before the next meeting.
- Decide the time and place for the next meeting.
- Decide what the next meeting will consider.
- Decide on the roles in the next meeting ñ who will prepare an agenda, distribute the agenda, chair the meeting, take minutes/notes Ö.
- Close the meeting positively.
- Clean up the room

**After the meeting reflect upon ...**

- Was the meeting successful (Why/why not)?
- Was the meeting enjoyable (Why/why not)?
- How might we make the next meeting more productive, interesting, fun?

(Adapted from: Gibbs, G. (1994) Learning in Teams: A Student Manual. Great Britain, The Oxford Centre for Staff Development. p11† and <http://www.adm.uwaterloo.ca/infotrac/tips/meetingstrategiesforgroupwork.pdf>, accessed 21/2/06)