

Best Meeting Practices

Meeting Practices

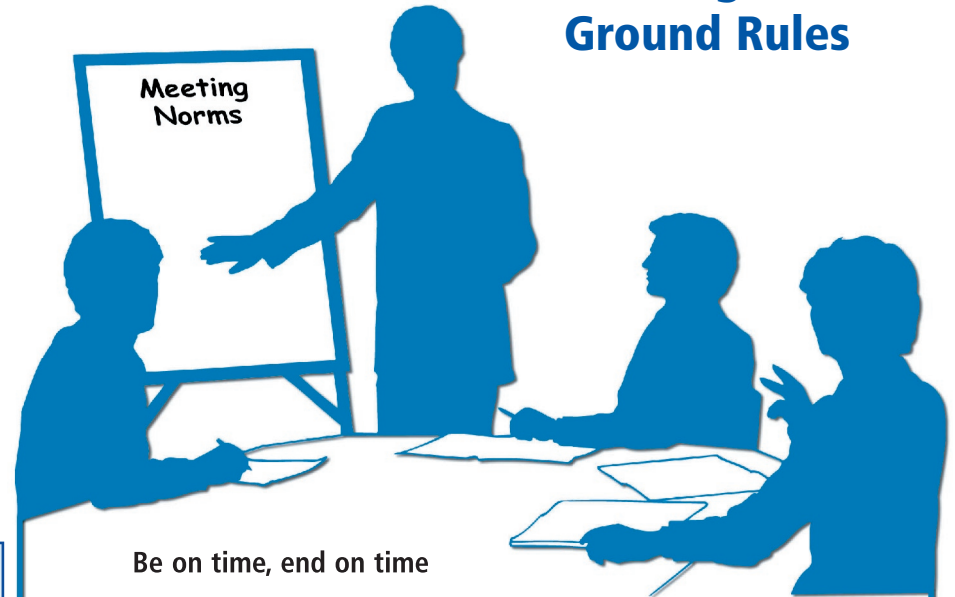
In advance

1. Develop and distribute the agenda
2. Send out materials needed for review

At the meeting

3. Set clear goals for the meeting
4. Develop and distribute the agenda
 - Create a "Road Map" for the meeting
 - Set time frames for agenda topics
5. Select a facilitator, recorder and timekeeper
6. Capture agreements and action items
7. Follow up on previous action items
 - Capture points for the next meeting




Meeting Ground Rules



Be on time, end on time
 Be respectful of others
 Stay focused on topic
 Everyone should participate
 Affirm positive contributions
 Bring meeting to closure
 Reiterate action items

Task vs. Process
 "The quality of the outcome is directly related to the quality of the process used."

Meeting Roles

 <p>Recorder</p>	<p>Captures key points on a flipchart, whiteboard, or paper.</p>
 <p>Facilitator</p>	<p>Keeps the meeting on track, making sure participants keep to the agenda and observe ground rules. Gathers input from the group using various tools and techniques.</p>
 <p>Timekeeper</p>	<p>Keeps the group aware of the time allotted for each area of discussion.</p>

<p>Road Map A meeting agenda format</p>
<p>What Agenda item</p>
<p>Result Desired outcome</p>
<p>How Process/tools</p>
<p>Time How long</p>

Action Items

Capturing key meeting agreements

<p>What will be done?</p>	<p>Who will do it?</p>	<p>When will it be done?</p>
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