



# Meeting Basics

An effective meeting can be described as one which achieves goals, and involves all participants. This sounds simple, but many meetings, through the lack of planning and poor execution, are not effective. There are three stages to the Meeting Process: preparation prior to the meeting, conducting a meeting, and follow-up after the meeting.

## **Checklist:**

### **Preparation:**

- Clarify your purpose for the meeting
- Define goal for the meeting
- Draft agenda for meeting; include time frames
- Identify potential group members
- Identify a facilitator if needed
- Select date, time, and site for meeting
- Notify group members of meeting
- Identify and invite resource people
- Prepare materials for the meeting
- Arrange for visual aids
- Arrange for food and beverage if desired
- Make and confirm site arrangements
- Follow up with facilitator and resource people on arrangements, materials and introductions
- Check on equipment and supplies
- Arrange for parking
- Decide what to accomplish in one meeting
- Develop a list of questions and problems to start group discussion
- Prepare facilities
- Prepare discussion outline

### **Conducting a Meeting**

- Inspect room for correct set-up, temperature and lighting
- Double check audio visual equipment
- Be prepared to handle any problems with food, room, or audio visual equipment
- Hand out evaluations
- START ON TIME!
- Group members should introduce themselves
- Discuss housekeeping items
- Follow the agenda to accomplish desired goals
- Try to make sure everyone participates
- Stimulate, guide, and control discussion

- Strive to achieve consensus or majority decisions
- Before you adjourn, firm up decisions
- Make assignments for pending work items
- Set up next meeting times, dates, and purpose.

### **After the Meeting**

- Supervise return of visual aid equipment, supplies, and resource materials
- Arrange for payment of bills if you have any
- Collect and analyze evaluation forms
- Send thank you letters to resource people, speakers, and others who helped.
- Prepare report or minutes of the meeting
- Periodically evaluate the effectiveness of the meetings
- Leader should periodically check on progress of work items.

### **Key Items for Effective Meetings**

- Prepare and follow an AGENDA!
- Have specific goals and objectives
- Assign Roles to individuals
  - Leader
  - Facilitator
  - Recorder
- Maintain an informal and relaxed atmosphere
- Encourage all attendants to participate
- Brainstorming is encouraged
- Everyone's ideas should be heard
- Make sure criticism is frank and without personal attacks.