

Improving Meeting Effectiveness

Steps for More Effective Meetings

1. Determine Objective
2. Develop List of Attendees
 - Limit attendees to those who can contribute or need to be informed.
3. Determine Time, Date, and Location
 - Base time of meeting on availability of critical attendees.
4. Reserve Meeting Room
5. Develop Agenda
 - Include the objective of the meeting on the agenda.
 - List attendees, time, date, and location on the agenda.
 - Each agenda item should serve a purpose, for example:
 - ✓ Discuss Lessons Learned
 - ✓ Gain Cross-Functional Insight
 - ✓ Inform People of Decisions
 - ✓ Gain Consensus for Decisions
 - ✓ Discuss Problems, Issues, and Concerns
 - ✓ Develop Strategies and Plans
 - ✓ Review Status of Deliverables
 - ✓ Review Performance Compared to Targets
 - Each agenda item should have a leader designated.
 - Each agenda item should have a time allotment.
6. Notify Attendees of Meeting and Agenda
7. Gain Commitment of Attendees to Attend
8. Verify Deliverables are Complete Before the Meeting
9. Start the Meeting On-Time
10. Accomplish Each Item on the Agenda
11. Document Decisions, Results, and Summary Info in Meeting Minutes
12. End the Meeting On-Time

Helpful Hints Regarding More Effective Meetings

Someone should chair each meeting. The chair needs to control the flow and focus of the meeting. Discussions that wander may benefit the organization but not at the expense of completing the agenda items on time. The chair should use the agenda to bring the meeting back on track.

As much as possible:

- Focus dominant and overbearing personalities on the agenda.
- Avoid digression, going off on tangents, and hidden agendas.
- Encourage reluctant participant to give their input.
- Accomplish the purpose of each agenda item.
- Help all participants to feel that they have spent their time wisely.