



STEPS TO RUN A GOOD MEETING

PLAN WHAT YOU WANT TO ACCOMPLISH

- ┆ what is the purpose of this meeting?
- ┆ what do you want to accomplish at this meeting?
- ┆ do you need a meeting?
- ┆ have you told everyone about the reason and purpose for this meeting?

PREPARE AN AGENDA

- ┆ is your agenda simple – a list of headings to remind you of topics?
- ┆ does it state what you want to accomplish for each item?

STRUCTURE & CONTROL YOUR DISCUSSION

- ┆ does everyone know what is being discussed and why?
- ┆ is everyone talking about the same thing?
- ┆ is everyone keeping on track?

WORK TOWARDS DECISION AND ACTION

- ┆ does everyone know what must be decided?
- ┆ is there enough information to make the decision?
- ┆ who will take action and by when?

TAKE NOTES AND RECORD THE DISCUSSION

- ┆ have you taken notes or minutes of the meeting?
- ┆ are your notes or minutes accurate and reflect what was said?
- ┆ have you recorded who will do what before the next meeting?
- ┆ have you decided where and when the next meeting will take place?

Be aware of the human needs of everyone in the group and acknowledge all contributions. Be sensitive to diversity and encourage participation. Members will always come back if they feel they are wanted and enjoy the discussion.

Choose a nice, comfortable location. If possible, provide some refreshments or snacks – they add to the enjoyment. See if someone will donate or provide regular space for your meetings. Choose a time of day that is convenient for members and keep the meeting short to keep everyone's attention..

