

## Creating Effective Meetings – Results of a group exploration of how to make better meetings.

This chart was developed years ago by a group of colleagues working on the question of how to become more conscious of the dynamics of their meetings. The process of discussing these aspects of meetings and identifying some agreements helped the group work in a more healthy way. Here is the chart they developed.  
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	<b>PREPARATION</b>	<b>DURING MEETING</b>	<b>FOLLOW UP</b>
<b>CONTENT</b>	<ul style="list-style-type: none"> <li>• Share info in advance</li> <li>• People know ahead what the topics are and what is expected of them</li> <li>• Individuals have completed assignments from last meeting</li> <li>• Agenda is built with long term perspective</li> </ul>	<ul style="list-style-type: none"> <li>• The mission and goals of group are always present</li> <li>• Background information that is needed is available</li> <li>• Discussion leads to insight</li> <li>• There is an openness to new ideas and tangential ideas are recognized so as not to derail the meeting</li> <li>• New proposals are not acted upon</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes and notes are distributed in timely way</li> <li>• Ideas, decision are communicated to other groups and to the community as appropriate</li> <li>• People are reminded of their assignments</li> </ul>
<b>PROCESS</b>	<ul style="list-style-type: none"> <li>• A well prepared, achievable agenda is provided in advance</li> <li>• Time is allotted in planning for social element, room for discussion and meeting review</li> <li>• Unfinished business from last meeting is addressed</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time, start on time</li> <li>• Assign time to agenda items and adjust as necessary</li> <li>• Accurate minutes are taken</li> <li>• The agenda is followed</li> <li>• A timekeeper is used</li> <li>• A facilitator is used</li> <li>• A process for conflicts exist.</li> <li>• Time is left for to reflect on the meeting</li> <li>• Action items are reviewed at end of the meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate appropriate items to others who need to know immediately</li> <li>• Consider a communication tool quicker than minutes</li> <li>• Review your own process as needed.</li> </ul>
<b>INTERACTIONS</b>	<ul style="list-style-type: none"> <li>• Think about colleagues and questions the night before</li> <li>• RSVP when appropriate</li> <li>• Read the agenda and commit to the group, not just your personal needs               <ul style="list-style-type: none"> <li>• Assign someone to watch the interactions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Practice good listening</li> <li>• Have the commitment and will to resolve conflicts</li> <li>• Empower the facilitator</li> <li>• Strive in each meeting to strengthen relationships.</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals take responsibility to follow up on unresolved or difficult interactions during the meeting</li> <li>• Appreciations are given</li> <li>• People acknowledge the contributions of others</li> </ul>