

How to Lead a Meeting

Meeting Planning Checklist

1. Set goals for the meeting and prepare an agenda
 - Prepare yourself – prioritize issues to be discussed, issues from previous meetings
 - Consult with other members and executive board to finalize agenda
 - Research information necessary for making important decisions
2. Arrange all logistics
 - Find a comfortable and convenient meeting place
 - Arrange in advance for AV equipment, dry erase markers, and other supplies
 - Arrive early to set up and greet attendees
 - Set up seating arrangement
 - Prepare directional signs and place in key places around the building
 - Provide nametags
 - Provide sign-in sheets
3. Send out announcements, invitations, and reminders for meeting
 - Invite guest speakers to present on special topics or issues
 - Invite all relevant constituents, target audience
 - Send general and personal invitations early, send reminders
 - Supply attendees with agenda, minutes, and background information in advance
4. Be courteous, respectful, and inclusive
 - Start and finish the meeting on time
 - Set a welcoming tone; consider an icebreaker activity
 - Engage all participants during the meeting
5. Bring closure
 - Come to resolutions
 - Prepare an action plan
 - Summarize the main points, emphasizing on follow-up tasks
 - Plan or confirm the next meeting's time, place, and location

Being Productive

O – Objective: If you are having a meeting just to impart information, don't waste time with a meeting. Send them a newsletter. The objective should have an active component and if possible, a product to show for it.

A – Agenda: The agenda is a list of the topics you'll address to get to that objective, with a time limit to keep you on track.

R – Roles: Determine who is running the meeting, who is keeping notes, and who will assign "to do" items from the meeting.

Debriefing

At the end of the meeting, discuss:

- ✓ To what degree did the meeting accomplish its desired outcomes?
- ✓ What contributed to the meeting's success?
- ✓ Does each team member have a sense of how the group is working together, and can each make ongoing improvement?
- ✓ Did all team members have an opportunity to give and/or receive feedback?