

## 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?

*Adapted from Jonathan Powell – Running an Effective Meeting. The Leadership Workshop Series. October 15, 2008  
Via Center for Leadership and Community Engagement, University of Arkansas*