Running good meetings
Before the meeting …

❑ Schedule the meeting carefully. Who, when, where, why? Can all members attend?

❑ Plan what the meeting was meant to achieve.

❑ Prepare a meeting agenda, and distribute before the meeting.

❑ Have a clear list of things to discuss and work on, decisions that need to be made.

❑ Decide who will prepare an agenda.

❑ Decide who is chairing the meeting.

❑ Decide who is to take notes.

❑ Set up the meeting room.

During the meeting …

❑ Start on time, and finish on time.

❑ Review the last meeting, have actions required from previous decisions been done.

❑ Review progress since the last meeting.

❑ Conduct the business of the meeting briskly.

❑ Move through the various topics on our list in an orderly way.

❑ Spend a balanced amount of time on the different things discussed.

❑ Focus the discussion around decisions that have to be made.

❑ Make a clear record of the decisions made.
❑ Make someone responsible for each decision that requires action.

❑ Set clear time frames or deadlines for the tasks.

❑ Make someone responsible for distributing the meeting notes/decisions to all group members.

❑ Ensure that everyone knows the actions they need to complete before the next meeting.

❑ Decide the time and place for the next meeting.

❑ Decide what the next meeting will consider.

❑ Decide on the roles in the next meeting ñ who will prepare an agenda, distribute the agenda, chair the meeting, take minutes/notes Ö.

❑ Close the meeting positively.

❑ Clean up the room

After the meeting reflect upon …

❑ Was the meeting successful (Why/why not)?

❑ Was the meeting enjoyable (Why/why not)?

❑ How might we make the next meeting more productive, interesting, fun?