

Meeting Practices

In advance

1. Develop and distribute the agenda
2. Send out materials needed for review

At the meeting

3. Set clear goals for the meeting
4. Develop and distribute the agenda
 - a. Create a "Road Map" for the meeting
 - b. Set time frames for agenda topics
5. Select a facilitator/timekeeper and recorder
6. Capture agreements and action items
7. Follow up on previous action items
 - a. Capture points for the next meeting

Meeting Roles

Recorder:

Captures key points on a flip chart, whiteboard or paper

Facilitator:

Keeps the meeting on track, making sure participants keep to the agenda and observe ground rules.
Gathers input from the group using various tools and techniques.

Timekeeper:

Keeps the group aware of the time allotted for each area of discussion

Road Map

A meeting agenda format

What

Agenda item

Result

Desired outcome

How

Process/tools

Time

How long