Be on time
End on time
Be respectful of others
Stay focused on the topic
Everyone should participate
Affirm positive contributions
Bring meeting to closure
Reiterate action items

MEETING BEST PRACTICES

BEFORE THE MEETING
Send out any materials needed for review
Develop and distribute the agenda
Create a “Road Map” for the meeting
Define clear goals for the meeting
Set time frames for agenda topics

DURING THE MEETING
Follow up on previous action items
Encourage discussion from everyone
Record new action items, decisions and agreements
Capture points and ideas for the next meeting

AFTER THE MEETING
Send a summary of the meeting to the participants including:
Decisions made
Agreements made
Action Items – what will be done
who will do it
when it will be done

“The quality of the outcome is directly related to the quality of the process used.”

CONVERSATION
adds to the quality of a meeting
Exploring points of view
Building on others’ ideas
Let me offer another perspective
Inquire, tell me more
Collaborative

CONFLICT
subtracts from the quality of a meeting
Advocating your point of view
Finding weakness in others’ positions
Challenge the view
I disagree
Combative