

Running a meeting

Plan before

What is the purpose of the meeting?

What are the desired outcomes/milestones?

Is a meeting necessary?

Who should attend the meeting?

What is the meeting agenda and timeline?

What **preparatory work** is needed?

Running a meeting

Guidelines

Set the ground rules

(meeting ≠ chillaxin in a room with a big table)

Start on time, stop on time

Review agenda

Appoint roles: facilitator, visible scribe, timekeeper

All participate

Challenge ideas, not individuals

One conversation at a time

Running a meeting

Guidelines

Clear resolution plan for problem behaviors

Late arrivers (don't update)

Side conversations (must relay discussion to team)

Dominators (assign them to be the scribe)

Non participating members (solicit input)

Rambling (focus on agenda, document for later discussion)

Negativity (ask the team if they agree/disagree)

Running a meeting

Guidelines

Encourage constructive behaviors

Proposing (how about ...)

Info seeking (please describe ...)

Providing information (our task force found that ...)

Opinion giving (**in my opinion** ...)

Disagreeing (this may be a problem because ...)

Consensus testing (how many agree?)

Standard setting (we need to decide by ...)

Tension relieving (why did the chicken cross the road?)

Running a meeting

Guidelines

Meeting breakouts/task forces (groups of ~6 or more)

Explain why they are needed

Have a clear process for forming breakout groups

Provide clear instructions

Provide clear deliverables and timeline

Use the results

Running a meeting

Guidelines

Extraneous ideas

Document in a visible area

Discuss later under a different agenda

Allow a few minutes of informal discussion at the meeting's start

Running a meeting

Reflection

Seek closure

What actions are needed and who is responsible

What decisions were made

What issues still need to be resolved

When is the next meeting and what is the agenda

Action plan for extraneous ideas

Document and disseminate (minutes, team notes)