

Tips for Effective Meetings

The following tips can be used as guidelines for running effective meetings.

- › A meeting facilitator / chair should be determined ahead of time.
- › With input from the group, meeting organizers should determine clear objectives (what needs to be accomplished by the end of the meeting)
- › From those objectives, meeting organizers should create a clear and timed agenda
- › Meeting organizers should communicate the objectives, agenda, reading materials and meeting structure/process to participants ahead of time. Depending on the objectives the meeting may be formal (using rules of order and voting) or more of a facilitated discussion (using group discussion and consensus)
- › The meeting room should be set up in a manner that is appropriate for the group and meeting objectives. Small group discussions may require a round table set up; larger presentation-type meetings may require a theatre-style set up with a front podium and rows of chairs. Remember that accessibility is important.
- › The start and end time for the meeting should be agreed ahead of time and respected.
- › The chair / facilitator is responsible to keep the meeting focused on achieving the objectives. Another person can serve as a timekeeper if this is helpful.
- › The chair/facilitator should review the meeting objectives and agenda at the beginning of the meeting and ask if any changes are necessary.
- › A minute taker should take notes that clearly outline decisions made and next steps.
- › Participants should have a clear understanding about how information will be shared after meeting.

