

Business Matters - Meetings

Meeting Organiser's Checklist

Meeting Initiation

Determine the purpose of the meeting

Preparation

Decide on the necessary attendees and their specific contribution

Make arrangements: time, venue, equipment, refreshments

Ensure briefing papers and agenda available early enough for attendees to prepare their contributions

Agenda

State attendance, time (start and finish), venue and overall meeting aims

State purpose, anticipated outcomes (information item, decision required, problem solving) plus realistic timings for each item

Indicate contributions requested from each attendee (and if there will be guest attendance) for each item

During the meeting

Start and finish agenda items on time

Guide attendees systematically through decision making

State actions in terms of who, what, when and check for agreement

Agree what will be communicated, to whom, when and how

Review the performance of the meeting, seek improvements

After the meeting

Ensure accurate, rapid and appropriate reporting

At intervals, review the attendance at and effectiveness of the series of meetings

Meeting Attendee's Checklist

Preparation

Clarify your role at the meeting

Provide informative and relevant papers sufficiently in advance of the meeting for others to prepare

Read agenda and briefing papers in advance

Inform the meeting chair in advance of any AOBs Plan your contribution to the meeting

Seek input from colleagues on opinions they would like you to represent or information to find out at the meeting

During the meeting

Arrive a few minutes early

Make constructive contributions

Keep presentations to the allotted time

Only agree achievable actions

After the Meeting

Carry out agreed actions promptly Review your role at the meeting Communicate relevant discussions and decisions to colleagues

Stick to decisions made at the meeting

We all need to run meetings from time to time, or know people who run them. Meetings are interesting things. Without them you probably get less done; with them you probably get less done. Thus they are an 'art' as well as a science.

This 'one minute guide' to running and attending meetings aims to help you master the challenge and thus realise your full potential and those around you.