



COMMUNITY TOOL BOX

Section 1. Conducting Effective Meetings

(<http://ctb.ku.edu>)

Meeting Checklist:

- ☐ There is a written agenda which everyone had received a copy of in advance
- ☐ Copies of the agenda available for everyone or there is a large piece of newsprint in the front of the room with the agenda written on it
- ☐ People feel welcome and valued. Remember to not open the meeting by saying "Where is everybody?" but instead, thank those who did give up their time to participate
- ☐ The routine reports are kept brief. Remember to have them written up and sent to members before the meeting
- ☐ Prime time is given to planning further action on important issues and/or projects
- ☐ You have made time for announcements, special requests, etc., for the end of the meeting
- ☐ The meeting is focused on real problems rather than being a gripe session
- ☐ The meeting begins and end on time (so members with family and other responsibilities can plan their time)
- ☐ Each member of the group is treated with respect, despite differences in viewpoint, age, experience, sex, race, income and formal education
- ☐ You have assigned responsibilities for each decision made
- ☐ You have set plans and a tentative agenda for the next meeting
- ☐ You have gotten feedback about the meeting

___ People stay around and talk after the meeting

Writing Minutes of the Meeting:

___ Include when the meeting took place (Date & Time)

___ Include the participants' names and titles

___ Discuss each agenda topic covered briefly

___ State the issues brought up

___ What ideas were offered and who offered them?

___ What solutions were agreed upon?

___ What assignments were made and to whom?

___ What deadlines were stated?

___ What follow-up actions will be taken after the meeting? Who is responsible?

Evaluate the Meeting (Leaders):

___ Prepare thoroughly

___ State the purpose and goals of the meeting

___ Circulate an agenda in advance of the meeting

___ Invite the people needed to accomplish the goals

___ Did you use pre-meeting discussions to ensure participants were prepared?

___ Confront the issues

___ Lead the group through the issues

___ Take a stand on tough issues

___ Seek definition of the solution

- ___ Bring the meeting to the point of decision
- ___ Ensure that assignments are made and deadlines set
- ___ Perform the way you wanted to
- ___ Establish and adhere to participation guidelines
- ___ Be firm and assertive, yet, at the same time, fair to all participants
- ___ Encourage others to speak out and state their new ideas
- ___ You are open minded to the possibilities when new ideas are expressed
- ___ Adhere to the start and stop times
- ___ Follow-up your leadership
- ___ Confirm assignments and deadlines by memo
- ___ Confirm assignments with the individuals supervisor if the individual is outside your reporting chain
- ___ Distribute minutes of the meeting within 48 hours
- ___ Acknowledge help and significant contributions by others
- ___ Identify ways to improve your leadership next time

Evaluate the Meeting (Participants):

- ___ Prepare thoroughly
- ___ Know the purpose and goals of the meeting
- ___ Obtain an agenda in advance of the meeting
- ___ Determine what is applicable to your position and department
- ___ Formulate a position on each agenda topic
- ___ Develop a rationale for your position, addressing the pros and cons

- ___ Develop a compromise
- ___ Confront the issues
- ___ Speak out and state your position when the opportunity presents itself
- ___ Support your position with facts
- ___ Employ tact
- ___ Include the input of others when warranted
- ___ Perform the way you want to
- ___ Help the leader achieve the meeting's purpose
- ___ Be an active listener and speaker
- ___ Volunteer for assignments
- ___ Speak briefly when making your points
- ___ Contribute your ideas in response to presentations of others
- ___ Clarify the assignments & deadlines for which you are responsible
- ___ Follow-up your participation
- ___ Begin immediately on your assigned task
- ___ Meet with other participants to follow-up discussions as needed
- ___ Acknowledge help provided by others
- ___ Identify ways to help improve your participation next time

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