Effective Meetings

CompSci 408
September 24, 2014
Effective Meetings

Selecting Participants
Developing Agendas
Time Management
Action Items & Follow-up
Selecting Participants

• Goals ⇔ Participants
  • Ask invitees to invite others as needed
  • Communicate roles to each person

• Clarify Goals

• Send Agenda

• For this class, have at least two (2) participants from your time
Developing Agendas

• Develop the agenda **with key participants**
  • State the desired outcome
  • Desired **Outcome => Goals => Content => Agenda**

• With each major topic, include:
  • **action/discussion needed**
  • expected **output** (decision, vote, action assigned to someone)
  • estimated **time**

• Keep the agenda posted

• Adapt the agenda if members are making progress in something else
Opening Meetings

• Always come and start on time
  • Welcome and thank attendees participation
  • Reminds late-comers to come on time

• Review the agenda at the beginning
  • Participants should understand all major topics
  • Participants may request changes or accept them

• Designate a recorder
  • records decisions, action items, due dates
  • distributes after the meeting

• Clarify everyone’s role(s) in the meeting
  • Involve early “early and often”
Establishing Ground Rules

• Some Suggested Ground Rules:
  • Focus
  • Be concise & relevant
  • Maintain momentum
  • Reach closure

• Keep the ground rules posted
Time Management

• Start on time
• Keep moving
• End
  • On time
  • On a positive note.
  • Review actions and assignments
  • Set the time for the next steps (and meetings)
  • Confirm everyone can deliver their commitment

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Recap

• Selecting **Participants**
  • Goals ⇔ Participants

• Developing **Agendas**
  • Desired Outcome ⇒ Goals ⇒ Content ⇒ Agenda

• **Time** Management
  • Start/end on time & keep moving

• **Actions & Assignment Items**

• **Follow-up**

*Writing: Publish in Confluence*