



MEETINGS

Is a Meeting Needed?

1. Why is the meeting being called?
2. Is a meeting the best way to accomplish the desired results?
3. Is it important enough to take people away from their project work?
4. If not, what is the better way?

Pre-Meeting Questions

1. What are the desired outcomes for the meeting (2-3)?
2. What kind of meeting is needed?
 - a. Information Sharing
 - b. Update / Briefing
 - c. Collaboration
 - d. Decision-making
3. Who **needs** to attend?
4. What is the best context (*time-place*) for the desired outcomes?

Agenda

1. Specify the desired outcome(s)
2. Specify the type of meeting
3. Prioritize the agenda items
4. Assign a time frame for each agenda item
5. Assign the person responsible for the agenda item

NOTE: *The agenda doesn't have to be complicated, long, or even on a separate document, it can simply be a few lines in the meeting invitation.*



Meeting Protocol

1. Adhere to the team charter / rules of engagement.
2. Be on-time. Example, if a meeting invitation gives a start time of 1:00 pm, that is the start time, not the arrival time.
3. Be prepared. Designate someone to record the meeting notes.
4. Finish on time – stick to the agenda.
5. **Focus & Engage:** respect the time of others. If you are surfing the net, checking unrelated email, or dealing with unrelated texts – that is a sure indicator you do not need to be in that particular meeting.
6. Meeting Review – always take a few minutes at the end to review decisions made, actions assigned (names and deadlines), and any other key points. Ensure there is clarity about next steps.



SAMPLE AGENDA

PURPOSE: Project 1 Tactical Decisions for 4th Quarter

TIME & DATE: September 15, 20XX | 8:30am – 9:15am

LOCATION: Conference Room B-2

ATTENDEES: Joy (*facilitator*), Joe, Brenda, Bob (*recorder*), Henry, Alice, Benjamin, and Tim

AGENDA ITEMS:

1. **8:30 – 8:35** Open Meeting and review meeting purpose. **Joy**
2. **8:35 – 8:45** Project Team Staffing **Benjamin**
Desired Outcome: Decide if Jane needs to be added to the team
3. **8:45 – 9:00** Project Budget Review - Marketing **Brenda**
Desired Outcome: Approve, or disapprove, Marketing's request for a 10% increase in the advertising line item
4. **9:00 – 9:10** Part Number A-1234 specifications update **Henry**
Desired Outcome: Information on minor changes to this key part and possible impact on the project
5. **9:10 – 9:15** Meeting Review **Bob**
 - a. Decisions made
 - b. Who is responsible for each action item
 - c. What needs to be communicated, to whom, and by who