

# CHECKLIST ON HOW TO RUN AN EFFECTIVE MEETING

## Top five rules of a good meeting

- 1. Hold meetings that matter: Set goals for the meeting and prepare.**
  - Prioritise issues to be discussed and issues arising from the previous meeting
  - Consult with other members of your group to finalise the agenda
  - Research information to prepare the meeting to make important decisions
- 2. Ensure participants can prepare: Send agenda, invitations and reminders for the meeting.**
  - Send general and personal invitations early and send reminders
  - Circulate the agenda, minutes and any background information in advance
  - On occasion invite a guest speaker to talk on a special topic or issue
- 3. Stick to a schedule: Arrange logistics to ensure the meeting can run smoothly.**
  - Find a comfortable and convenient meeting place and time
  - Arrange in advance for any equipment, flip charts, markers and other supplies
  - Supply refreshments, if appropriate
  - Arrive early to set up
  - Check for adequate lighting, ventilation, heat
  - Locate the nearest restrooms
  - Set up seating arrangements
  - Prepare clear and directional signs and post in key spots
  - Provide nametags or let people write their own names on labels
  - Greet people as they arrive
- 4. Stay on topic: Run meetings as you would have others run the meetings you attend.**
  - Start and finish a meeting on time
  - Set a welcoming tone
  - Ensure introductions are provided for new people
  - Remind the group of agreements to be courteous, respectful, and inclusive
  - Consider using a suitable ice breaker at the start of the meeting
  - Prepare action plans for major actions which need to occur before next meeting
  - Engage all participants during the meeting
- 5. Bring closure: Wrap up with a clear statement of the next steps and who is to take them.**
  - Come to resolutions
  - Summarise the main points and how, what and by who follow-up will occur
  - Plan for and set the date and venue for the next meeting
  - Thank all participants and any special guests for their contribution