

# Tips for Managing Meetings

## Before

Prepare for the meeting and determine if the meeting is truly needed.



### Develop a Meeting Plan

- Schedule – block the meeting time for 40 to 50 minutes
- Purpose – one sentence explaining the reason for the meeting
- Scope – explains items the meeting will and will not include
- Objective – lists specific accomplishments and deliverables for the meeting – if there are no objectives, consider cancelling the meeting
- Topics – become the Agenda items



### Communicate Your Plan

- Email the Agenda 48-hours before including:
  - Previous action items
  - Request for any changes or additions

## During

Facilitate the meeting with the help of a timekeeper and a scribe.



During the meeting:

- Assign a timekeeper and a scribe
- Keep discussions within the scope of the agenda and use a parking lot when needed
- Address open action items from previous meetings and follow the agenda
- Gather and verify new action items including the specific action, objectives, owner (or delegate), and date due
- Conclude the meeting 10 minutes prior to scheduled end and review objectives, new action items, and next steps

## After

After a meeting, send follow-up communications.



Send participants follow up communication that includes:

- Status of the meeting objectives
- Status of open Action Items, including any additional information or support needed and a list of any new Action Items including the specific action, objectives, owner (or delegate), and date due
- Next steps (Action, owner, due date)