

## GUIDELINES FOR EFFECTIVE MEETINGS

*When a team is first established, it is helpful to distribute the following guidelines for discussion. You may adapt them to fit the needs of individual team and revisit these guidelines as necessary.*

### GUIDELINES

- The agenda is distributed with sufficient time for members to prepare for the meeting.
- Members arrive on time for meetings.
- Meetings start and end at the scheduled times.
- Each meeting has an assigned facilitator, recorder, and timekeeper. (Often these are rotating positions.)
- Teams follow norms they have established together. (See Small Tools #X for a norm-setting activity.) These may include:

*trusting that members can say what they truly feel about an issue*

*keeping confidentiality when agreed upon*

*asking clarifying questions when in doubt about an issue*

*having a chance to consider more than one solution to an issue*

*thoroughly understanding an issue prior to reaching consensus*

*encouraging participation by everyone, even the quietest members*

- There are set time limits for the meeting (and for individual agenda items when possible).
- At the end of each meeting, the facilitator summarizes what has been accomplished. Plans on “who will do what by when” are finalized and recorded in the minutes.
- The recorder distributes minutes of meetings to all team members in a timely fashion.
- Someone takes responsibility to communicate regularly with Leadership Team and other interested groups. (This may be a rotating position.)
- Periodically, teams evaluate meeting efficiency, productivity, and use of time.