Five Stage Plan for Shorter and More Effective Meetings (*Meetings*, *Bloody Meetings*)

1. Plan

2. Inform

3. Prepare

4. Structure & Control

5. Summarize & Record

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Three Laws for Meetings (More Bloody Meetings)

1. Unite the Group

2. Focus the Group

3. Mobilize the Group

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Dealing with Difficult People *(Meeting Menaces)*

Waffler

Turf Warrior

Assassin

Dominator

Interrupter

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How to Act in a Meeting (*Messing Up a Meeting*)

1. Do Your Homework

2. Keep it Short

3. Keep it Cool and Courteous

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Identifying Agenda Items

You need to discuss:

Aims. The goals that the team is trying to reach. The goals may be phrased in terms of quality, output, time, or cost. For example, "We need to prepare our presentation in time for the sixth week of class."

Achievements. What we've managed to do towards reaching the goals.

Action points. What needs to be done between this meeting and the next to bridge the gap between aims and achievements.

	Output / Quality / Time / Cost
Aims	
Achievements	
Action Points	

Notes

1. Discuss aims and achievements before action points.
2. Start a meeting by reviewing action points from the previous meeting.

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Meeting Checklist

Team: _____ Date: _____

Please mark yourself and the meeting against this checklist	*OK*	*No*
1. Everybody was there on time, including me.		
2. A clear agenda was circulated and I read it.		
3. Papers were circulated in advance if necessary.		
4. The room was arranged to facilitate discussion.		
5. Visual aids were available (if needed).		
6. Someone took notes for the group.		
7. The chairperson (coordinator) had made arrangements for handling interruptions.		
8. The chairperson was present and ready to start on time.		
9. Each agenda item was placed in a logical order.		
10. Each agenda item was explained satisfactorily ("to discuss," "to explain," "to consult").		
11. The meeting tone was positive and followed this structure: facts, discussion, and decision.		
12. Each individual participated fully; each participant was asked for input.		
13. Each agenda item was concluded with one or more action points.		
14. Everyone knows what has to be done as a result of the meeting.		
15. The meeting stayed on track (no distractions or diversions).		
16. The next meeting date was decided.		
17. Was the meeting worthwhile? Did I invest my time wisely?		

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Action Notes

Use this format instead of official minutes when you can.

Agenda Item	*Action / Person Responsible / Date*
1.	
2.	
3.	
4.	
5.	
6.	
7.	

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