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### EFFECTIVE MEETING TOOLS



**Appendix 1: Meeting Tools**

**Tools of the Trade**

If you want to have more effective meetings, first you have to learn the basics. Here are some simple, easy-to-use proven tools that should be used for each and every time your group meets.

**Plan**

* Do I need to have a meeting?
* Is there a better way to accomplish this task?
* What are the desired outcomes?
* How can I limit the topics to make the best use of people’s time?
* What agenda should we follow? How much time is needed?
* Who should I invite? Why?
* What problems, issues should I anticipate and prepare?
* Distribute agenda, desired outcomes to invitees: ask for RSVP.

**Lead**

* Start on time: stop on time
* Assign someone t take notes, document actions.
* Stick to the agenda topics and time allocations
* Allow 5 minutes at the end of the meeting to summarize results and discuss agenda items for next meeting.
* Plan to end the meeting 5 minutes before the published end time
* Schedule breaks after 1 hour, start promptly after breaks

**Follow Up**

* Publish meeting results

Sample Agendas

#1

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Name**  **(Agenda)** | | | **Date:**  **Time:**  **Location:** | | | |  |
|  | | | | | | |  |
| Meeting Objective: | | | | | | | |
| Type of meeting: | : | | | |  | |  |
| Note taker: |  | | | | Other | | |
| Timekeeper: | | | | |  | | |
| Attendees: |  | | | | | | |
| Absent: |  | | | | | | |
| Please read: |  | | | | | | |
| Please bring: |  | | | | | | |
|  | | | | | | | |
| **Agenda** | | | | | | | |
| **Topic** **Lead** **Time** **Expected Outcome** | | | | | | | |
| Introduction | | All | | 10mins | |  | |
| Item 1 | | Joe | | 30 | |  | |
| Item 2 | | Sally | | 20 | |  | |
| Conclude | | All | | 10 | |  | |
|  | | | | | | | |
| **Additional Information** | | | | | | | |
| Special notes: | | | | | | | |

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Report Card** | | | |
|  | | | |
| Adherence to Agenda Topics and Timeframes | 1 Disagree  We had no agenda or got sidetracked to items not on our agenda. | 3 Neutral  We followed our agenda but spent too much or too little time on some items. | 5 Agree  We followed our agenda and time frames, and we developed action items. |
| Communication Process | 1  We didn’t build on one another’s ideas, had too many ideas on the table at once, or had side conversations. | 3  We listened to one another but didn’t stop to summarize or clarify issues. | 5  We reached closure on one idea at a time, built on one another’s ideas, and clarified issues. |
| Meeting Participation | 1  Very few members contributed ideas, questions, concerns, or resources. | 3  A majority of members contributed but some who had information to offer did not. | 5  Each member contributed ideas and information appropriately. More participation would not have been helpful. |
| Meeting Preparation | 1  Members were not prepared to discuss assignments or action items. | 3  Members came with assignments completed. | 5  Assignments were completed to the best of each member’s abilities and resources. |
| Meeting Facilitation/Leadership | 1  No one made procedural suggestions. The team became bogged down and/or frustrated. | 3  The team focused on the agenda but not on member’s feelings about issues (or vice versa). | 5  The team stayed on track and maintained member’s self-esteem. |
| Decision-Making Process | 1  Decisions were made primarily by one member | 3  We had to resort to voting to reach agreement on issues. | 5  We reached agreement easily and made effective decisions quickly. |
| Overall Meeting Success | 1  This meeting was a waste of time. | 3  We accomplished some things. | 5  This was a very effective meeting. |
| Comments: | | | |

**Meeting Minutes**

**Sample #1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting Name**  **(Meeting Minutes)** | | |  | **Date:**  **Time:**  **Location:** | | |
| Meeting Objective: | | | | | | |
| Type of meeting: | |  | | Facilitator: | | |
| Note taker: | |  | | Timekeeper: | | |
| Attendees: | |  | |  | | |
| Absent: | |  | |  | | |
| **Actions Items What, Who, When (W3’s)** | | | | | | |
| **What** | | **Who** | | **When** | | |
|  | |  | |  | | |
|  | |  | |  | | |
|  | |  | |  | | |
|  | |  | |  | | |
| **Agenda** | | | |  | | |
| **Introduction** | | |  | |  |  |
|  | Discussion: | | | | | |
|  | Decisions Made: | | | | | |
| **Item 1** | | | **Joe** | | | |
|  | Discussion: | | | | | |
|  | What Decisions Made: | | | | | |
| **Item 2** | | | **Sally** | | | |
|  | Discussion: | | | | | |
|  | What Decisions Made: | | | | | |
| **Conclude** | | | **All** | | | |
|  | Discussion: | | | | | |
|  | What Decisions Made: | | | | | |
| **Additional Information** | | | | | | |
| Special notes: | | | | | | |

**Sample #2**

**Meeting Logistics**

|  |  |
| --- | --- |
| Item | Description |
| Date |  |
| Time |  |
| Location |  |

Attendees

|  |  |
| --- | --- |
| Role | Name |
| Facilitators |  |
| Minute Coordinator |  |
| Those invited |  |
| Other Participants |  |
| Guests |  |
| Not in Attendance |  |

Pre-*Work:*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

Agenda & Minutes

|  |  |  |
| --- | --- | --- |
| Topic | Time | Minutes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Decisions

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Action Items

Describe Action Items or refer to separate action item spreadsheet

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Owner | Due Date | Status |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Status: New, Open, Deferred, and Completed**

Future Agenda Items

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Presenter | Date Due | Comments |
|  |  |  |  |
|  |  |  |  |