# I:\Communication Tools\Logos\UNM_HR_Logo_PMS_RBGK.jpg

### EFFECTIVE MEETING TOOLS

![MPj04117130000[1]]()

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