

Tips for Successful Meetings

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Today's Agenda

Agendas

Time

Minutes/Notes

Ground Rules

Parking Lot

Suggested meetings – tell me about them

Meeting	Attendance	Objectives	Agenda	Frequency
Ops Huddle	All managers required, others optional – open meeting	<ul style="list-style-type: none"> Information sharing that will trickle down through staff meetings kick off week with common information & goals 	<ol style="list-style-type: none"> Big Picture Update Newsworthy Events Safety Minute One Good Idea Scorecards Presentations 	Weekly
Staff Meetings	Every department	<ul style="list-style-type: none"> Disseminate company information Share department information Open forum between employees, manager 	<ol style="list-style-type: none"> Big Picture Updates Scorecards Safety Minute Capital / Expense Update Good Ideas 	Bi-weekly
Leadership Team	Leadership Team Members	<ul style="list-style-type: none"> Focus on vision, teamwork & accountability Discussion on key company topics Push each other to drive excellence in leadership 	VARIES <ol style="list-style-type: none"> Roundtable Key Issues Discussions Team Building Leadership Exercises 	Bi-weekly
Quarterly Managers Meeting / Offsite	All managers & formal leaders in organization	<ul style="list-style-type: none"> Team-building Accountability & Information Sharing on Key Strategic Initiatives Leadership/ Management Development Exercise & Fun 	<ol style="list-style-type: none"> Team – building exercise Update on Key Strategic Initiatives 	Quarterly

Agendas

Name of Meeting

Place/Call In Information

Start and Stop Time

Leader

Attendees

Topic #1, presented by

Purpose of Discussion

Start Time

Topic #2, presented by

Purpose of Discussion


Start Time

Agendas

Topic #1, presented by

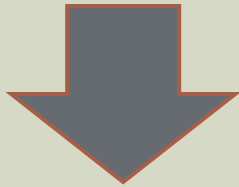
Start Time

Purpose of Discussion

- 
- To brainstorm a new issue
 - To discuss/provide information for future decision making
 - To discuss options and narrow them down to a few viable choices for recommendation
 - To make a final decision

Agendas

Topic #1, presented by
Purpose of Discussion



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Decision Making Options

- Consensus
- Full Agreement (100%)
- Vote (majority rule)
- Leader



Agendas

**Topics in order of
importance. Why?**

Presenter Name. Why?

Time

Start time for each topic. Why?

Start on time, end on time...what does this mean?

- Promptly on the hour OR
- 5 minutes after, 5 minutes before

Remote Attendees

Those Present

- Know who's on the call —and make sure that you hear from everyone. What does silence mean?
- Spend extra time giving reasons and explanations for decisions, actions, etc.
- Watch tone of voice – watch out for teasing, sarcasm, etc

Those Remote

- Don't do other work simultaneously
- Pay attention
- Find ways to contribute

Parking Lot

A place to put topics/issues that come up in the meeting and that are not on the agenda

And are worthy of further discussion
(i.e. have a business purpose)

Review at end of meeting (time built into agenda), and assign action steps

Ground Rules

Pre-established Company-wide

Electronic devices – off? Not present?
No sound?

One person speaks at a time

Use of Parking Lot

Honoring Time

Publish notes within 24 hours

Try them out, review them every 3 months, update as needed

Meeting Notes

- What did we decide to do?
 - Who is going to do it?
 - When will it be done?
-
- **Bullet format**
 - **Put in body of email, not as an attachment**

Group Outcomes

October 2018 Vt Parks and Rec

Expectations

One person speaks at a time
No talking over each other
No side conversations

Respect Time

What does 10-11 mean? (10:05 -10:55?)
Arrive on time and stay on task
End on time
You're late or leaving early? It's your job to find someone to catch you up
Use the Parking Lot (and potentially set additional future time)

Electronics (confirm at each meeting)

Discuss whether or not tech is needed and how the group will deal with personal gadgets
Tech Breaks
Be transparent