

# Successful Meetings

## *Suggestions for Success*

1. **Be Prepared!** Always prepare an agenda in advance. Forward the meeting agenda to group members prior to the meeting.
2. **Provide an appropriate meeting place!** Consider size and reserve room if necessary.
3. **Bring Materials!** Have a dry erase board, flip chart, markers, pens, pencils, paper, etc. present if you feel they will be needed.
4. **Participation and RESPECT!** At your first meeting, explain to the group that you will expect their full attention and participation during the meeting. In return, you will always respect their time by beginning and ending the meeting on time.
5. **Encourage!** Involve all members to participate in discussions, and constantly facilitate this process.
6. **Step Back!** Address unfinished business from previous meetings.
7. **Stay Focused!** Keep the discussion on topic unless you feel a side discussion is of value to the group.
8. **Ownership!** Make sure that group members feel that they are working through the issues at hand. You guide the process, but the group arrives at decisions as a whole.
9. **Summarize!** Clarify occasionally - ask the group for ideas, concerns, and suggestions.
10. **Be Fair!** Try to remain neutral on all issues.
11. **Small Groups Work!** For large groups (15 or more), it is often helpful to break into subgroups for the purpose of problem solving. This strategy allows everyone to feel heard and ensures maximum input. Have subgroups report back to the larger group after the specified discussion time and refocus the attention to the larger group.
12. **Follow-Up!** After the meeting be sure to e-mail the meeting minutes to all members.

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