Effective Team Meetings

Today's objective: Learn the best practices of preparing for and leading a team meeting. What does "excellent" look like? No one wants to attend bad meetings!

Effective meetings happen by design & contain 4 elements.

A plan:

- ❖ What's the purpose / what are we here to achieve?
    - ❖ Cultivate relationships, discuss and decide, complete a task, brainstorm ideas, share updates?
- ❖ Prepared agenda that supports the purpose and optimizes time
- ❖ The correct people to execute that plan

Context:

- ❖ Clear to everyone how this agenda supports organizational or stakeholder objectives
- ❖ Everyone knows why they are present and what they are expected to contribute

Active meeting management:

- ❖ Stay on track to agenda / or actively decides not to
- ❖ Keeps on time and on subject
- ❖ Encourages high quality dialogue
- ❖ Watches engagement; notice under talkers and over talkers

A Conclusion:

- ❖ End on time or early vs. running out of time to close
- ❖ Captures actions and who will do what by when
- ❖ Restates decisions made and problems solved

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Who does what? Roles & Responsibilities

The leader can solicit help. Assigning roles can be especially helpful for meetings with more than 10 people.

Role	Responsibility
Leader	• Creates agenda • Assigns team member's roles • Passes down organizational updates • Holds team accountable to, actions and participation
Timekeeper	• Follows agenda • Gives participants 2-3 minute warning when time's up • Announces next up • Has permission to interrupt the speaker
Note Taker	• Takes note of major discussion points • Notes any decisions being made • Notes actions and due dates • Post notes, following team norms
Participant	• Actively participates in discussions, even if not on the agenda • Show up prepared with high quality input • Pays attention to the emotional needs of others, provides encouragement • Does not over/under share in conversations

? **What can you do to improve your team meetings?**