

TIPS FOR EFFECTIVE MEETING PRACTICES

- _____ Establish a purpose
- _____ Confirm pre-meeting assignments
- _____ Place follow-up topics on the agenda
- _____ Distribute the agenda one day ahead of the meeting
- _____ Set time limits for discussion on topics
- _____ Minimize interruptions during the meeting
- _____ Encourage open discussion
- _____ Make decisions by consensus
- _____ Summarize decisions made and actions taken
- _____ Schedule the next meeting, or announce the next meeting
- _____ Distribute the minutes as soon as possible
- _____ Follow up between meetings
- _____ Set up the room to maximize comfort and participation

