



Must Haves for Productive Meetings

- ✓ Meetings must have purpose and an agenda
- ✓ Participants must be invited in advance and sent an agenda or link to a posted agenda (agenda should reflect the goals of the meeting and objectives)
- ✓ Meeting room is arranged for effective collaboration
- ✓ Facilitators must be prepared and understand their subject matter and the make-up of their audience
- ✓ Follow set agenda times for start and ending
- ✓ Allow for an Icebreaker to introduce all participants
- ✓ Set meeting guidelines upfront ~ set time limits for discussion items ahead of time and follow them
- ✓ Allow for a break during the meeting (when possible)
- ✓ Review any action items and next steps
- ✓ Provide refreshments & thank everyone for attending
- ✓ Provide clear and simple meeting notes (capture action items and decisions)