

Planning and structuring an effective meeting

Checklist:

Before the meeting

1. Is the meeting necessary?
2. Set up an agenda- not more than 2
3. State the type of meeting- Informative? Problem-solving? Brainstorming?
4. Send an invitation to the right people- appoint delegates, two pizza teams

During the meeting

1. Start with silence- 5 to 10 minutes
2. Give an outline- state the problem or agenda in brief
3. Assign a chairperson- to maintain ground rules
4. Take notes- all the details and important points discussed in the meeting
5. Let the discussion flow- let everyone contribute
6. Summarize- to make everyone clear of the decision and tasks assigned

After the meeting

1. Summarize the results- send to all the participants of the meeting
2. Track the progress- keep in contact with the participants to know how things are going and what is their progress in the tasks decided

HAPPY MEETING MANAGEMENT!