


How do I Run an Effective Meeting?



1. Meeting Preparation and Follow Up

A. Before the Meeting

B. During the Meeting

C. After the Meeting

- Immediately after
- Within the month
- Quarterly and Annual Reports and Board Visits

2. Agenda Setting & Template

Before writing the Agenda, the Chair should consider what needs to be accomplished by the end of the meeting.

Set goals for the Meeting

Agenda Template

- Introduction or update (depending of life cycle of working group)
- Item – project or issue - define & discuss – decide – action
- Item – project or issue
- Item – new projects or issues
- Next Steps
- Next Meeting