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Ten Principles of Effective Meetings

Facilitation

Leader of meeting process with clear purpose

Agenda Planning

Agenda is provided prior to meeting

Advance agenda lists items, person responsible, time allotted and intended outcome

Agenda is realistic for meeting duration

Meeting venue

Location and timing of meetings is conducive to attendance and participation

Time management

Starts and ends on time

Use of time is monitored and managed skillfully

Team is clearly aware of ground rules for time

Ground Rules

Team is clear and in agreement with meeting guidelines for interaction

Facilitator models and reinforces ground rules

Clear Purpose and Objectives

Objective is clear from agenda and articulated at the beginning of the meeting

Participation

Participants have opportunities to voice own points of view

Participants are accountable for follow-up actions

Participants are accountable for own attendance

Appropriate and necessary people attend or are invited to attend

Decision: Discussion ratio

Simple and complex decisions warrant proportionate discussion

Decision making Actions

Process for decision making is appropriate for size of group

Discussion ends when decisions reached

Decisions can include deferral, tabling or incremental decisions

Documentation

Decisions are documented

Role for minute taker is supported with resources

Minutes clearly state actions with responsible