


Ten Tips for Better Meetings


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6 February 2017



The slide features a light blue background with a geometric pattern of overlapping squares and rectangles. The title is in a large, bold, blue font. The author's name and affiliation are in a smaller, black font. The date is in a smaller, black font. The UNC School of Government logo is in the bottom left corner.

Why Better Meetings?

- ✓ You can't avoid them
- ✓ A lot of prime work time devoted to them
- ✓ We have a lot of room for improvement
- ✓ Critical for collaborative work



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#1 Decide if meeting is necessary



Share Information



Advance the Thinking



Improve Communication



Build Community



Build Capacity



Make Decisions



Obtain Input

WHY

do we need to meet?

WHAT

are my/our goals?

#2 Circulate agenda in advance

- ✓ Concise statement of meeting objectives
- ✓ Topics with time allotments
- ✓ Participants have opportunity to shape the agenda
- ✓ Included (or attached) background information if necessary
- ✓ Concise ground rules



#3 Start and end on-time!



#4 Begin with a check-in

- Invitation to be present, to connect
- 5-10 minutes, max
- Could be personal
 - "What's new and good?"
 - "One word to describe how you are feeling right now."
- Could be meeting-focused
 - "What is one thing you hope we will accomplish in this meeting today?"
 - "What is something we did well last meeting that you hope we will repeat this time?"

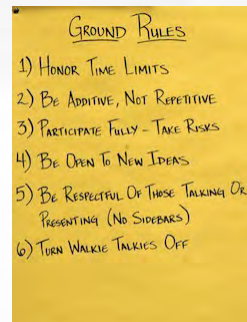


#5 Mind the seating arrangement



#6 Use ground rules (agreements)

- Everyone contribute
 - Difference between extroverts and introverts
 - Don't let one or few dominate
 - Draw out those who speak less
- Avoid riding the tangent-horse
 - Always have a "parking lot"
 - Follow the agenda; must agree to late additions
- Stick to the time schedule
- Turn off the tech
- R-E-S-P-E-C-T



#7 Take good notes

- Clearly record decisions, action items
- Note questions, follow-up items
- Make use of technology
 - Scan to text apps (e.g. Office Lens)
 - Google Docs
- Notes/minutes distributed quickly
- Communicates value
 - Participants' time, contribution
 - What meeting produced



#8 End it well (and on time)

- Save time for this (5-10 mins)
- Thank everyone for their participation
- Recap decisions and **action items**
- Reflect on what was accomplished
- Outline next agenda (if there is a next meeting)
- Send out minutes ASAP



#9 Meet regularly

- Build trust
- Break complex work down
- Different meetings for different goals/objectives
- Takes time to develop good meeting norms
- Standing meetings
 - Easy to lock-in on calendars
 - No one complains if you need to cancel



#10 Think outside the box

- Virtual meetings
- Walking meetings
- Standing meetings
- Field trips
- Weird start times
- Micro-meetings
- Food!

