Effective Meeting Components

E V I D E N C E S

1. Meetings start and end on time
- Meetings start at the scheduled time; the facilitator is ready to start the meeting on time.
- People are punctual.
- The facilitator lands the plane on time.

2. They have a clear purpose and agenda
- At the beginning of the meeting, wins are identified and everyone understands the "win."
- People have had a chance to submit agenda items.
- Discussion is only on topics that can't be handled "offline."

3. Discussions stay on topic
- People don't chase rabbits.
- The facilitator doesn't let the meeting wander.
- People don't hijack the meeting for their pet agenda item.

4. Technology isn't a distraction
- People are not texting, chatting, emailing or browsing the internet during the meeting.
- People are not using their phones during the meeting.

5. There is robust discussion
- People are engaged, not checked out.
- People are bringing their best thinking to all topics.
- People are thinking about the "whole," not just their area.
- People are not afraid to disagree.
- People invite input and feedback.

6. Minimal time is spent in the "weeds"
- Meetings don't get down into the minutiae of execution.
- Meetings don't feel "bogged down" in details.
- The team doesn't get stuck on minor issues.

7. We practice effective communication skills
- People don't talk over one another.
- People demonstrate good listening skills.
- No one is ever attacked personally.
- People are not passive-aggressive.
- Conflict is ok and handled appropriately.

8. There are clear decisions and next steps
- The team doesn't keep rehashing the same things over and over.
- Adequate time is left at the end of the meeting to arrive at clear decisions and next steps.
- It is clear who "owns" action steps.
- Deliverables are clear.

9. Decisions get communicated
- Someone owns documenting decisions and action steps, and sending out follow-up communication.
- The team talks about who needs to know what has been decided.
- Communication of decisions is effectively cascaded throughout the organization.