



Effective Meetings

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3 P's of Effective Meetings

- **Purpose** - "The Why" What type of meeting is this? (decision-making, brainstorming, kick-off)
- **People** - "The Who" Who should be there?
- **Process** - "The How" Create a timed agenda, stay on schedule, take notes, stay on topic, follow up.

The Issue with Ineffective Meetings

- There are 55 million meetings a day in the United States.
- Less than 50% of time spent in meetings is considered effective and useful.
- Effectiveness of meetings correlate to general satisfaction/dissatisfaction with people's jobs.

exed.charlotte.edu/ex-ed-programs/ex-ed-programs-individuals/meeting-with-success



Other Meeting Tips

Ask participants to enable camera on the virtual meeting platform.

Chose participants with diverse perspectives and make sure everyone feels heard.

An efficient meeting starts promptly, stays on track due to good time management, includes as few people as possible, and achieves the stated objective.

Use a **RACI** Chart (a way to identify teams' roles and responsibilities for any task/deliverable) to determine who should be present:

- **Responsible:** Has to be in the meeting
- **Accountable:** Has to be in the meeting
- **Consulted:** Optional in the meeting; may be consulted before/after the meeting
- **Informed:** Informed of the results of the meeting

Tips on Effective Meetings

1. Have a purpose: State goals and objectives of meeting.
2. Design agenda: What needs to be discussed and how to discuss them (e.g., round-robins); create timeline.
3. Invite the right people: Decide whose input, support, knowledge, and expertise is needed to reach the goal. Use RACI chart (see box on right).
4. Open meeting effectively: Thank participants for attending.
5. State ground rules: See example to the right.
6. Parking lot: To avoid derailing the meeting, record important ideas to be discussed later.
7. Manage participant behavior: Intervene on derailing behavior.
8. Recap and follow up: State clear deliverables, the owners, and due dates. Follow up with meeting minutes/project charter and parking lot topics.
9. Close and appreciate: Thank attendees for their time, participation, input, and collaboration.

forbes.com/sites/maryabbajay/2020/01/20/9-ways-to-make-your-meetings-matter/?sh=7d6d06f43831

Example of Meeting Ground Rules

Example of ground rules to lead effective meetings:

- One conversation at a time
- One topic at a time
- Bottom lining - Be succinct
- Do not belabor a point
- E-Etiquette (what electronic devices are allowable during a meeting)
- Full engagement
- Stay on time
- Let everyone be heard

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