

Making Meetings ^ Effective: My Meetings Reflections

	Meeting
Meeting: Think of one you lead or routinely attend. (e.g., committee meetings; division / department meetings; research or care team meetings)	
Purpose(s): What does this meeting aim to accomplish?	
People: <ul style="list-style-type: none"> • Who attends? Is anyone needed missing? • Is most of the content relevant for full group? 	
Preparation: <ul style="list-style-type: none"> • Does frequency, length of time, physical space “work”? • Is agenda shared ahead of time? Do participants come knowing what will be discussed? • Is time protected for attending? • If needed, do people come prepared? 	
Beginnings: <ul style="list-style-type: none"> • Does meeting start on time? Later? Why? • How do you know the meeting has started? • Are/How are people oriented to the meeting? (Agenda reviewed, desired outcomes shared, etc.) • Does someone facilitate? Take notes? Keep track of time? • Are there commonly agreed upon ground rules? 	
Middles: <ul style="list-style-type: none"> • Is an agenda followed? • How do transitions happen from item to item? Is progress summarized periodically? • How are next steps / action plans developed? • How are people guided to stay on task? How are diversions managed? • Is everyone included in the discussion? Invited to participate? Are their dominant members and silent members? • Are notes taken? • Is/how is humor used? Do members enjoy being there? • Is it safe to disagree? To challenge? • How does the group know when a final decision is made? 	
Endings: <ul style="list-style-type: none"> • Do things end on time? • Are decisions, action steps summarized? Is there closure, or do things ‘unravel’? • How do people feel (productive, frustrated, neutral)? • How do people know their participation is valuable/valued? • How do non-attenders learn what occurred? Meeting notes? Word of mouth? 	