

# Toolkit: How to Run an Effective Meeting

Running an effective meeting is key to a productive organization thriving. This toolkit can be used by “Friends of Random Acts” groups to maintain good communication, execute tasks, and maintain order. Many of these tips were taken from, Whetten, David, and Kim Cameron. *Developing Management Skills: Global Edition. Pearson Higher Ed, 2014.*

The 5 P’s of an effective meeting are purpose, participants, plan, participation, and perspective.

**Purpose** - This refers to the reason why the meeting is being held.

- There are three main functions that meetings perform: to make **announcements**, to make **decisions**, and to **brainstorm**.

**Participants** - This refers to the **people attending the meeting**. It is important to try to schedule a meeting when the majority of your members can attend.

- **Send reminders** about the meeting time/date/location.
- Try to **make sure a diversity of perspectives are represented**.

**Plan** - This is connected to the **meeting agenda**.

- **Have someone create an agenda**, and follow it! It is helpful to **allot the estimated amount of time** you want to use for each section. For example:

*Introductions (5 minutes)*

*Community Standards (5 minutes)*

*Review last meeting’s minutes (3 minutes)*

- **Have someone take minutes (notes) of the meeting**. This way you have a record of what was shared last time, and you have a starting point for the next meeting. This person can also serve as a timekeeper during the meeting to make sure you stay on task.

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## Participation -

- **Do introductions**
- **Set Ground Rules (optional):** It may be a good idea to set-up ground rules for your meeting. This allows everyone to have an understanding of common agreements as you go through the meeting. You can **collect community ground rules from the group**. Some examples of Ground Rules are below using the acronym **PROCESS**:

*Participate · Respect · Open and Honest Communication · Confidentiality ·  
Experiment with New Ideas · Seek to understand · Space: Take space and make space*

- **Establish decision rules:** How will you decide things? Will you vote? Will it be anonymous? Will you rank things and weigh them? **Make sure that you know how you will decide outcomes ahead of time.**
- Remember that **people learn and take in knowledge in different ways**. Some people are more visual learners; others are more inclined toward oratory learning styles. Try to **vary the way that the meeting is run**.
- **Encourage participation** (what the “take space, make space” ground rule is about). Some people will be more inclined to speak during the meeting than others. As the leader, you should **encourage and make space for those who may be more introverted or take more time to process to speak**. Make sure to let everyone know that their participation is encouraged.

**Perspective** - This is often the most neglected part of the meeting process, but it is very important.

- Perspective directs us to **view the meeting from a distance**.
- After the meeting concludes **take a few days to reflect** on how the meeting went.
- Create an **evaluation tool** and send it to participants to ask their opinion on the productivity, inclusivity, and overall thoughts on the meeting.