

# planning and running a meeting

(planning and running a meeting) v. organizing your meeting's agenda and using your time effectively

## Things to consider:

- What to do **Before the Meeting**: the act of preparation
- What to do **During the Meeting**: the act of facilitation
- What to do **After the Meeting**: the task of evaluation



## Before the meeting, be sure to determine the following:

- Purpose of the meeting.
- Date, time and place of the meeting.
- Agenda for the meeting.
- Who will attend the meeting?
- Length of the meeting.
- Set-up meeting space before others arrive



define yourself. get involved.

**During the meeting, remember the following:**

- Take into account special needs of those who are present.
- Make sure that each person has an agenda at the start of the meeting.
- Make sure everyone present knows each other.
- Determine roles in the meeting.
- Always begin and end on time.
- Follow the agenda and amend it if necessary.
- Help your group stay on task – no unnecessary interruptions or tangents.
- Show energy and enthusiasm.
- Encourage all people to participate.
- Listen to others as they speak.
- Praise others when they have good ideas.
- Summarize important comments and decisions.

**After the meeting, be sure to do the following:**



- Criticize in private.
- Evaluate meeting and accept all feedback.
- Follow-up.
- Record attendance.
- Prepare minutes.



**define yourself. get involved.**

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